



Classification Title Associate Governmental Program Analyst (AGPA)	Department Toxic Substances Control (DTSC)
Working Title	Office/Unit/Section/Geographic Location SMRP/Community Protection and Environmental Response Division/Contracts Management Unit 2 (Exide and SoCal Support)/Chatsworth
Position Number 810-503-5393-402	Effective Date

General Statement: Under the direction of the Staff Services Manager I (Contracts Management Unit - Exide and SoCal Support Unit Chief) in the Site Mitigation and Restoration Program (SMRP), Community Protection and Environmental Response Division, Contracts Management Unit 2, the AGPA provides analytical and administrative support to SMRP staff in a variety of areas such as administrative, analytical, contracts, expenditures, budget, and communications. Specific duties include, but are not limited to:

A. Specific Activities: Essential (E)/Marginal (M) Functions

35% (E) Contracts Administration

Independently administers various contracts, work orders, field orders, and augmentation orders related to site investigations and cleanup projects. Reviews contractor invoices to ensure compliance with the terms and conditions of the contract(s). Independently serves as liaison between Division staff and the Contracts/Business Management Unit of the Financial Planning/Business Management Branch in the Administrative Services Program regarding the financial management of Budget Control Positions (BCPs) and other sources of funds. Assists SMRP project staff with the management of various contracts, work orders, field orders, and augmentation orders for SMRP projects including, but not limited to, tracking the contracts and deliverables in a database, and ensuring expenditures do not exceed the contract budget. Assists in resolving difficulties associated with contractor(s) compliance, contract administration and financial records. Develops and maintains all files including contracts, confidential information, and invoices both in paper and electronic.

30% (E) Research and Analysis

Independently researches, develops, and provides analysis to management and staff in the Division with correct, up-to-date and easy to understand information that will enable them to carry out the mission-critical goals of DTSC. Responds to various assignments as required by management, i.e., prepares charts/graphs and summarizes the data in report or memo format utilizing SharePoint and intranet data and project files. Researches, collects data, and provides analytical, communication, and administrative support in a wide variety of consultative and analytical staff services assignments including, but not limited to: contract performance evaluation, program evaluation and planning, and performance measures/workload tracking as it relates to the DTSC Strategic Plan and SMRP Operations Plan. Interacts with staff from other offices within DTSC and staff from other agencies, as necessary, to complete assignments. Researches and analyzes project statuses and prepares weekly and monthly progress reports for the Division in report or memo format.

20% (E) Financial and Analytical

Serves as liaison between the SMRP, Financial Operations Analyst, and the Business Services Analyst regarding fiscal and contractual issues including, but not limited to, budgeting, BCPs, and contracts. Identifies and resolves incorrect expenditures of BCPs and other sources of funds. As needed, assists the DTSC Budget Office with the development of BCP expenditure estimates for inclusion in the Governor's Budget. Monitors actual BCP expenditures to ensure that the BCP funds are being utilized as planned. Assists staff with development of policies, procedures, and reporting systems regarding BCPs and related contract management and administration activities, including the analysis of state legislations/regulations for impact on BCP administration. Writes special

reports as assigned (these could be special financial situations or tasks as it relates to the BCPs); and communicates analytical findings to Branch staff and managers, including reporting deficient BCP activity and BCP administration, and recommends corrective action(s).

10% (E) Administrative Duties

Performs administrative duties including, but not limited to: adherence to DTSC policies, rules and procedures; prepares and submits administrative requests including leave, overtime travel and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits accurate timesheets for approvals by the due date. Maintains documents in compliance with the Exide Litigation Hold Directive. Maintains files in the file room and electronic file databases including SharePoint and EnviroStor, and manages conversion of the paper files to electronic files.

5% (M) Other Related Duties

Other related duties include, but are not limited to: provides additional research, administrative, technical, and training assistance as it relates to meeting Division and SMRP commitments; distribution of electronic and paper memos and reports; coordination of program and office meetings.

B. Supervision Received

The incumbent is under the direction of the Unit Chief; however, direction and assignments may also come from SMRP Unit Chiefs, Branch Chiefs and/or the Assistant Deputy Director.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

This position will have daily contact with DTSC staff, external state and federal agencies, local government representatives, and the public both in person, telephone/email, and video conference.

F. Actions and Consequences

Failure to effectively perform the duties of the position could result in not meeting executive and branch deadlines, resulting in potential negative fiscal and public relations impacts, and potential risk to the public health and the environment.

G. Functional Requirements

Works in multi-story building, in a cubicle office setting using a variety of office equipment, e.g., computers, telephones, copiers, etc., with artificial light and temperature control, and attends meetings in similar settings. Occasional overtime may be necessary in order to meet assignment deadlines. The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. Individually able to transport up to 10 pounds.

H. Other Information

Incumbent must have database knowledge and ability to use database programs; and proficiency with Microsoft Office Suite programs, i.e., Excel, PowerPoint, Word, MS Project; ability to research, analyze, and interpret data to assist the Branch Chief and staff in project tracking and reporting; strong writing and editing skills, and the ability to present ideas, develop solutions, and effectively communicate information verbally, graphically and in writing; ability to develop and maintain collaborative working relationships with management, staff and clients; ability to complete assigned work, review for accuracy and maintain confidential data. The incumbent should be proficient in contracts, negotiating, accounting principles, auditing principles, and administrative, and budgetary processes.

I. DTSC's Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the

organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with your supervisor.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name

Approval Date: 11/17/2021