



Classification: Associate Governmental Program Analyst  
 Position Number: 880-550-5393-834

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 23-550-110	<b>Classification Title:</b> Associate Governmental Program Analyst	<b>Position Number:</b> 880-550-5393-834
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Associate Governmental Program Analyst	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-Time	<b>CBID:</b> R01
<b>Division/Office:</b> Division of Financial Assistance		<b>Section/Unit:</b> Division Support Unit
<b>Supervisor's Name:</b> Alyssa Wible		<b>Supervisor's Classification:</b> Staff Services Manager I

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

<b>General Statement</b>
Under the direction of a Staff Services Manager I and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
<b>Position Description</b>
The Associate Governmental Program Analyst (AGPA) will act as lead analyst and is responsible for providing timely and professional clerical assistance to the public and staff within the Department, by phone, e-mail, mail, and in person. The AGPA is required to work independently, communicate effectively, manage multiple tasks and become proficient in clerical and customer service duties. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.
<b>Essential Functions (Including percentage of time):</b>



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35%	<p>Act as Division Support Unit lead. Assist the Staff Services Manager I to oversee team of analysts to review, analyze, and process contracts through to completion. Works closely with program managers and the Division of Administrative Services Contracts Unit to help develop new contracts, contract renewals, and current contract amendments. Manages timelines so that renewal contracts are completed in a timely manner in order to avoid a lapse in service, and maintains current knowledge of requirements, policies, and procedures associated with the various types of contracts. Review and approve invoices for contracts and procurements. Analyze, evaluate, and review processes, state and federal regulations and policies. Develop policies, legislation and/or rules pertaining to the responsibilities and functions of the Division of Financial Assistance (DFA). Research, analyze, and recommend solutions to DFA Section Managers, Branch Chiefs, and Assistant Deputies on complex, confidential, and sensitive issues related to Fi\$cal, process changes, payments, and other program-related issues; analyze processes to determine opportunities for program improvement; prepare program reports, expenditure reports/projections and funding drills set forth by control agencies such as but not limited to the Department of Parks and Recreation and the Natural Resources Agency to provide funding opportunity status's to the public and to management.</p>
30%	<p>Develop data driven reports relating to various funding sources related to fund payments, funding utilization, staffing, special correspondence, and other documents as needed. Acts as liaison with the Office of Information Management and Analysis to conduct complex technical level analysis, evaluations, and research to develop specialized program reports for the DFA. Acts as liaison with program staff, data management staff, and Deputy Director to develop accomplishments, workload priorities, program sustainability reports and solvency and effectiveness reports for the DFA. Coordinate with program staff and the Division of Information Technology (DIT) to maintain and update program information including but not limited to renewals, funding reports, and digital accessibility on the department's intranet/internet. Compile information and generate DFA program related reports and presentations in response to Board Members, the Legislature, and other Stakeholder requests. Independently review and analyze program workload such as researching data driven reports, procedures, evaluating pros and cons of DFA processes, and make recommendations for process improvements across all programs within DFA. Assist in development and implementation of various administration and programmatic changes. Analyze the Division's fiscal information for all programs and make recommendations as needed to budgetary needs, compliance within programs and revisions needed in the Governor's budget. Review policies and procedures and develop alternatives to enhance program productivity.</p>



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15%	Collect documents and materials such as Public Records Requests, expenditure reports, and historical agreements regarding program activities in response to specific inquiries from a variety of sources (e.g. stakeholders, board members, legislative staff, Department of Finance, etc.). Respond to complex inquiries from legislative offices, federal, state, local, and government agencies and special interest groups. Responsible for programmatic content and updates for the Division's internet and/or intranet. Prepare memos, letters, and reports on confidential matter and highly sensitive policy issues for signature.
15%	Take lead on special projects including but not limited to preparation for submission of annual Human Resources Branch forms, the Division's training efforts, data gathering efforts, and the completion/collection of annual forms as requested by the Division's Deputy Director and Assistant Deputy Directors. Develop and maintain complex tracking for workload priorities for assignments within the DFA Division Support Unit. Create and maintain Division Procedure Manuals detailing activities, workflow process and regulations where necessary. Create, maintain, and enhance existing procedures for the DFA Division Support Unit, to reflect more complex and analytical assignments related to various funding allocations DFA administers.
<b>Marginal Functions (Including percentage of time):</b>	
5%	Perform other duties as required.
<b>Typical Physical Conditions/Demands:</b>	
The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. Ability to carry more than 50 lbs, standing/sitting for long periods of time, etc.	
<b>Typical Working Conditions:</b>	
The incumbent works in a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday.	



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**Supervisor Statement**

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

**Employee Statement**

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation\*.

*\*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

**YES**       **NO**

Employee Name	Employee Signature	Date