

DUTY STATEMENT

(07/14)

*Shaded area for Personnel Office use only*Effective Date:
11/2023

1. OFFICE State Coastal Conservancy	POSITION NUMBER (Agency - Unit - Class - Serial) 536-100-5157-024
2. HEADQUARTER LOCATION Oakland, CA	3. CLASS TITLE Staff Services Analyst
4. WORKING HOURS/SCHEDULE TO BE WORKED Monday-Friday, 8am-5pm	5. SPECIFIC LOCATION ASSIGNED TO Oakland, CA
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 536-100-5157-024

All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; possess integrity, initiative, dependability, and good judgment.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general supervision of the Contracts and Procurement Manager, the incumbent is responsible for all phases of the Contract and Grant Agreement document preparation process. Duties require accuracy and understanding of the State and Conservancy's Contract processes. Duties are technical and analytical in nature and carried out with a high degree of independence.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
50%	<p>ESSENTIAL FUNCTIONS</p> <p>Primary responsibility includes preparing new agreements and amendments from electronic model agreements using Track Changes to coordinate edits from legal staff, project staff and others in the review process. Edit data from electronic documents, ensure all edits are incorporated correctly, proofread, and print out onto appropriate paper. Ensure all executed agreements and amendments are accurately registered to the State Contract Procurement Registration System (SCPRS) and ensure that all executed State Coastal Conservancy (SCC) new agreements and amendments are processed in the Fi\$Cal system. Secure the vendor's supplier ID by using Payee Data Record (STD 204). Create contract shells and Purchase Orders to fully encumber the funds in Fi\$Cal to pay invoices. Ensure all SCC new agreements and amendments are accurately entered onto the Database, Tracking Log, and onto the paper version Drawdown Sheet. Oversee the accuracy of Contracts information in the SCC's Project Database to ensure the accounting of all executed and closed agreements are reflected accurately. Update the agreement green folders which includes filing of executed agreements, paid invoices, and necessary and relevant documents.</p>
20%	<p>Serves as back-up for processing San Francisco Bay Restoration Authority (SFBRA) invoices from grantees and contractors. Work with project staff, contractors, grantees, and the Metropolitan Transportation Commission (MTC) Accounting Unit to get invoices processed for payment.</p>

11. SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print) Erika Gomez	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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GS 907T (REV. 03/03)

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	<p>ESSENTIAL FUNCTIONS (CONTINUED)</p> <p>Complete the invoice process which includes review of grant/contract agreements to ensure conditions precedent to payment have been met, the reimbursement requests are substantiated by appropriate back up documentation, that appropriate funding payments are made according to encumbrances. Work with project staff and grantees/contractors to resolve invoice problems internally, if possible, or prepare and process Invoice Dispute, when necessary. Enter invoice payments into MTC Share point, ensuring electronic records matches the hard copy drawdown sheets in the agreement folder.</p> <p>20% <u>San Francisco Bay Restoration Authority (SFBRA)</u> Serves as back-up for preparing SFBRA agreements. Ensure all edits are incorporated correctly, proofread, and finalize agreements. Prepare and send out for DocuSign from electronic model agreements using Track Changes to coordinate edits from legal staff, project staff, and others in the review process. Edit data from electronic documents, ensuring all edits are incorporated correctly, proofread, and print out onto appropriate paper. Responsible for ensuring that all executed agreements and amendments are accurately logged. Back-up for processing SFBRA invoices from grantees and contractors. Work with both SCC and MTC project staff, contractors, and grantees to get SFBRA invoices processed in a timely manner. Prepare extensions, augmentation, and other amendments, as requested. Maintain active agreements, as necessary.</p> <p><u>10%</u> 100%</p> <p>MARGINAL FUNCTIONS</p> <ul style="list-style-type: none"> • May be asked to fill in for other staff as back up, for cross training purposes. This includes performing mail duties and assisting with board meetings, when required. • Update the Contracts and Procurement manual, when required. • Assist with audit requests. Includes gathering information, responding to auditors, and reporting back to management, as required. • Assist with preparation of the annual Contracting Reports to Department of General Services (DGS). • Perform special projects as required and requested. • Contribute and participate in SCC Justice, Equity, Diversity & Inclusion (JEDI) related meetings.

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	<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.</p> <p><i>Ability to:</i> Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.</p> <p>All employees shall have general qualifications as described by California Code of Regulations, title 2, section 172.</p> <p>SPECIAL PERSONAL CHARACTERISTICS</p> <p>Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; and willingness and ability to accept increasing responsibility.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Excellent organizational skills. • Sound analytical skills at a professional level. • Attention to detail. • Experience working with the state budget process. • Proficiency with MS Office (Word, Excel, Power Point and Outlook and Peoplesoft) • Positive attitude and highly motivated. • Ability to build and maintain positive professional relationships with colleagues. • Ability to analyze information and make decisions in a competent and timely manner. • Ability to work well with others and maintain good interpersonal relationships. • High level of accuracy with the ability to correct mistakes when needed. • Ability to ask effective questions, evaluate information, apply guidelines and procedures, and make accurate and timely decisions. • Self-starter/takes initiative. • Ability to maximize utilization of computers to accomplish daily tasks. • Maintain regular and predictable attendance. <p>WORKING CONDITIONS</p> <ul style="list-style-type: none"> • SCC Headquarters (HQ) is in a high-rise building, located in Oakland, CA. • Work on a computer for up to 8 hours per day, Monday through Friday. • SCC has a telework policy for Headquarters (HQ) employees, that allows staff to telework up to 3 days per week. All HQ employees are required to be in the office Tuesdays and Wednesdays of each week. You may be required to come into the office five days a week during your initial month of training. • May have to stand for long periods. • Indoor work is common, although outdoor work may be necessary. • Ability to lift up to 15 pounds with accommodation as needed.

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	<p>WORKING CONDITIONS (CONTINUED)</p> <ul style="list-style-type: none"> • Multitask, meet deadlines, and adjust to changing priorities in a cooperative manner. • May require an employee to work in adversarial situations. • Travel by car or plane, with overnight stays, is necessary on occasion. • May require in-person training. • Work hours may be various as needed, such as weekends, evenings, and overtime. <p><i>Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.</i></p> <p><u>Reading</u>: Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis.</p> <p><u>Writing</u>: Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience.</p> <p><u>Mathematics</u>: Understand, interpret, and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, probability, statistics, algebra, geometry, and trigonometry.</p> <p><u>Organizing and planning</u>: Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available human, financial, and physical resources; modify plans or adjust priorities given changing goals or conditions.</p> <p><u>Using social skills</u>: Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.</p> <p><u>Adaptability</u>: Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals.</p> <p><u>Working in teams</u>: Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.</p> <p><u>Leading others</u>: Motivate, inspire, and influence others toward effective individual or teamwork performance, goal attainment, and personal learning and development by serving as a mentor, coach, and role model and by providing feedback and recognition or rewards.</p> <p><u>Building consensus</u>: Build consensus among individuals or groups by facilitating agreements that involve sharing or exchanging resources or resolving differences in such a way as to promote mutual goals and interests; by persuading others to change their point of view or behavior without losing their future support; and by resolving conflicts, confrontations, and disagreements while maintaining productive working relationships.</p>

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	<p><u>Self and career development</u>: Identify own work and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; manage, direct, and monitor one's own learning and development.</p> <p><u>Listening</u>: Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.</p> <p><u>Using information and communications technology</u>: Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.</p> <p><u>Gathering and analyzing information</u>: Obtain facts, information, or data relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information.</p> <p><u>Analyzing and solving problems</u>: Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed.</p> <p><u>Making decisions and judgments</u>: Make decisions that consider relevant facts and information, potential risks, and benefits, and short- and long-term consequences or alternatives.</p>