



Classification: Associate Governmental Program Analyst
 Position Number: 880-550-5393-862

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-550-255	Classification Title: Associate Governmental Program Analyst	Position Number: 880-550-5393-862
Incumbent Name: Vacant	Working Title: Associate Governmental Program Analyst	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R01
Division/Office: Division of Financial Assistance		Section/Unit: Loans & Grants Admin Section II
Supervisor's Name: Stephanie White		Supervisor's Classification: Staff Services Manager I

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
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.
Position Description
The Associate Governmental Program Analyst independently performs more complex analytical tasks in a fast-paced, production, and cooperative environment.
Essential Functions (Including percentage of time):



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35%	Generates, analyzes, and coordinates with other units, sections, divisions and senior management the development of water quality funding program data and reporting, including but not limited to the State Revolving Fund annual reports, reports to the legislature, work plans, Intended Use Plans, fund expenditure plans, budget inquiries, legislative inquiries, and associated financial and programmatic findings and reports. Researches, analyzes, develops and coordinates with other units, sections, divisions and senior management responses to program inquiries from internal and external stakeholders including the Legislature, Governor's Office and federal and state departments and agencies. Performs, facilitates, coordinates and responds to internal and external program and project audits, including the development and maintenance of procedures for such internal audits. Develops, tracks and coordinates funding program documents including but not limited to legislative concepts, regulation packages, policy updates, Board items, and internal control memos. Problem solves and resolve issues independently.
35%	Provides and performs administrative program support, database management, and program analysis. Researches, develops and coordinates with senior management to track and monitor performance metrics including developing methodologies and procedures and tracking, strategic goals and tasks, and monitoring to ensure goals are met. Audits, compiles, monitors and reports performance metrics data, identifies trends, and provides recommendations for the efficient operation of water quality funding programs. Coordinates amongst other units, sections, divisions and senior management to develop, track, and maintain standard operating procedures, policies, and forms for water quality funding programs. Develops and maintains data, tracking and analytical systems to monitor compliance with policies and procedures. Employs and assists other units in the continued development, maintenance, and training of various funding program tracking systems, databases and tools. Develops, facilitates and presents trainings to division staff and external stakeholders.
25%	Develops policies, guidelines, procedures and forms for the implementation and management of program support administrative functions. Performs and assist with various marketing duties including but not limited to updating and maintaining webpages, sending Lyris notifications, and document accessibility. Coordinates, plans, and represents water quality funding programs at various marketing and outreach events including funding fairs, conferences, and meetings conducted by the local, state, and federal governmental agencies. Coordinates with clerical staff to provide administrative program support for various water quality funding programs. Represents the division and State Water Board at special meetings, conferences, and roundtables.
Marginal Functions (Including percentage of time):	
5%	Perform other duties assigned not described above, but within the range of knowledge and abilities expected of an Associate Governmental Program Analyst.
Typical Physical Conditions/Demands:	



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The job requires extensive use of a personal computer and the ability to sit/stand at a 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, work in inclement weather and travel in a vehicle or other mode of transportation for up to ten hours. Occasionally, navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 20 pounds, standing/sitting for long periods of time, etc.

Typical Working Conditions:

The incumbent works in a high-rise office building. The work schedule is Monday through Friday. Telework and hybrid workspace options may be available based on operational needs. Travel may be required.

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 Name	Employee Signature	Date