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| Organization | Name |
| Ocean Protection Council (OPC) | Vacant |
| Position Number | **Effective Date** |
| 534-001-5393-028 | TBD |
| Classification Title | **Working Title** |
| Associate Governmental Program Analyst | Administration and Finance Analyst |
| CBID | **Supervisor** |
| R01 | Staff Service Manager I (Supervisory) |

**Position Description**

Under the direction of the Ocean Protection Council’s (OPC) Staff Services Manager I (Supervisory) (SSMI), the incumbent provides complex analytical and consultative financial and administrative support for OPC. The Associate Governmental Program Analyst (AGPA) also supports efforts to implement OPC’s mission, California Natural Resources Agency priorities, and the Governor’s policy positions on ocean and coastal matters.

**Position Category**

This position is categorized as Remote-Centered. The position’s job duties can be performed while teleworking 50% or more of the time within a work month from an alternate work location. The position incumbent can telework with a management approved telework agreement and schedule. Satisfactory job performance is required to maintain a teleworking agreement.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

**Essential Job Functions**

\*45% **Grant and Contract Administration**

* Support OPC program managers (Senior Environmental Scientists and Environmental Scientists) with grant and contract management, including creating grant and contract documents, entering and tracking all agreements in DocuSign, tracking and collecting updated insurance documentation, and preparing full execution packets including, but not limited to final grant agreements, governing board resolutions, distribution letters, sample request for disbursement, and guidance documents.
* Review and process all grant and contract invoices, create bond sheets. Work closely with OPC SSMI and program managers to ensure charges are consistent with scope of work and allowable expenses, consistent with state requirements. Log and track expenditures within grant drawdown sheets. Meet with program staff monthly to review status of project spending, timelines, and deliverables and to discuss remaining balances, compare existing spending deadlines, and identify needs and provide recommendations for potential reappropriation of funds.

\*45% **Accounting Support**

* Serve as OPC’s primary point of contact for all aspects of FI$Cal, including but not limited to, reviewing and analyzing contracts, purchase orders, receipts and projects and entering all information into FI$Cal. Run and analyze associated budget reports; identify budget issues and provide recommendations for resolution. Provide technical background and expertise regarding OPC’s various funding sources, including bond funds, General Fund, and special funds to ensure appropriate use of state funding.
* Evaluate state budget process and advise the OPC Deputy Director and SSMI on new appropriations, revised funding sources, and/or updated encumbrance and spending deadlines. Update internal OPC tracking sheet(s) accordingly.

* Analyze and update weekly invoice tracking sheet, resolve outstanding voucher issues or additional items requested by the State Controller’s Office.
* Utilize various platforms, including Microsoft Access for AllProps, Airtable, and ABCRS Standard, for database management, data entry, reporting, and system maintenance.
* Maintain ongoing contact with grantees and contractors to ensure timely submittal of invoices and reimbursement for work completed. Requires technical understanding of project scope and deliverables.

\*5% **Other Administrative Duties**

* Serve as OPC’s Filing Officer for Form 700s; act as liaison between the California Fair Political Practices Commission (FPPC) and OPC and its Council members, ensuring compliance with all laws and regulations. This task includes ensuring the collection Form 700 documents through eDisclosure, ensuring timely completion of ethics training, and maintaining a current conflict of interest policy.
* Provide administrative support to OPC’s Executive Director and Deputy Director, including scheduling meetings and preparing for quarterly Council meetings.
* In coordination with OPC Deputy Director and SSMI, support quarterly Council meeting logistics, including: preparing briefing binders for Council members; securing meeting venues and coordinating with contractors for meeting webcasting; setting up/breaking down the meeting venue (binders, name plates, signs, agendas); and providing remote public meeting facilitation and/or technical support, alongside CNRA Department of Information Technology. Assist with ensuring that OPC staff and new and delegate Council members have completed appropriate delegation and oath of office documents.
* Participate in professional development training, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion. Embed equity and environmental justice considerations into policies and administrative practices.

**Marginal Functions**

5% **Support Diversity, Equity, and Inclusion**

* Perform additional job-related duties as necessary and assigned.

***\*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.***

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.

Employee

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_