



Classification: Associate Governmental Program Analyst
 Position Number: 880-550-5393-736

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-550-107	Classification Title: Associate Governmental Program Analyst	Position Number: 550-5393-736
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: Cleanup Fund Branch – Financing Authorization Section
Supervisor’s Name: Regina Cherovsky		Supervisor’s Classification: Staff Services Manager I (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: <i>Jennifer Fisher-Liu</i>	Date: 11/21/2024

General Statement	
Under the direction of a Staff Services Manager I (Supervisory) 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):	
45%	Independently review and analyze legal pleadings, settlement agreements (e.g., insurance, lawsuits, court decisions, etc.), and assignment of claims. Make independent decisions to determine how the payments made by others impact the claims to the Fund. Use the various comprehensive database systems and hard copy files to research and document information. Communicate with attorneys and insurance carriers representing claimants on a variety of legal issues associated with the settlements.



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20%	Communicate effectively to applicants, funding recipients, stakeholders, internal and external customers explanations of decisions rendered, recommendations, and provide additional assistance, as needed. Work cooperatively with Office of Chief Counsel to continuously develop and update policies, procedures, statutes, and regulations to assist in program improvements. Present recommended improvements to multiple levels of management and stakeholders. Plan, prepare, write, and make presentations regarding the Cleanup Fund various funding program eligibility requirements at public workshops and conferences.
15%	Maintain, track, and report assigned workload. Prepare ad hoc reports as required. Complete assigned special projects that affect overall program operations. Participate in team meetings/activities and directly contribute by cooperating and providing input to establish and improve team cohesion while demonstrating sensitivity to others' ideas and suggestions. Assist in identifying team goals and expectations to meet State and Regional Water Board's goals.
Marginal Functions (Including percentage of time):	
5%	Independently review and analyze the eligibility of various complex program applications and supporting documentation to assure applicants meet statutory and regulatory requirements. Conduct analytical research, review, gather, and formulate information to make eligibility determinations. Use various comprehensive database systems and hard copy files to research and document information. Work cooperatively and effectively communicate with regulatory agencies to monitor, review, analyze and ensure applicants meet proper regulatory requirements. Inform applicants in writing regarding the determination of the approval or denial of their application and provide clear and concise details of deficiencies. Coordinate closely with the technical staff to verify that technical statutory requirements are met.
5%	Develop complex grants, contracts, loans, and amendments. Assist technical staff and funding recipients in the development of scope of works and budgets for grant, contract, and loan funding. Review and revise exhibits, the budget, agreement tasks, and task completion dates. Coordinate review and approval agreement deadlines with technical staff, authorizing personnel, and local agencies. Monitor agreement progress to ensure tasks and deadlines are met. Use the various comprehensive database systems and hard copy files to research and document information. Develop and maintain an audit file, provide program-specific knowledge to local agencies and Division project manager regarding scope of work development and changes, and consult with attorneys concerning unusual circumstances.



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5%	Perform complex and detailed reviews and analysis independently of reimbursement/disbursement request packages with supporting documentation (e.g., invoices, regulatory agency correspondence, technical reports, etc.) to ensure that only eligible corrective action work costs are reimbursed in accordance with the program's governing statutes, regulations, polices, and procedures. Use the various comprehensive database systems and hard copy files to research and document information. Prepare spreadsheets and other documentation to memorialize cost eligibility decisions. Provide an accurate account of the project's payment history, along with recommendations on future courses of action.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

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. 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