



Classification: Associate Governmental Program Analyst
 Position Number: 880-550-5393-810

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-550-119	Classification Title: Associate Governmental Program Analyst	Position Number: 880-550-5393-810
Incumbent Name: Vacant	Working Title: Disbursement Analyst	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R01
Division/Office: Division of Financial Assistance		Section/Unit: Loans & Grants Admin Section I
Supervisor's Name: Matt Buller		Supervisor's Classification: Staff Services Manager I

Human Resources Use Only:	
HR Analyst Approval: <i>Reynold Jacobson</i>	Date: 12/06/2024

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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45%	Independently analyze and review complex disbursement/reimbursement requests from Recipients for federal and/or state (general, special, and bond) funded sources or programs. Ensure the requests meet federal and/or state requirements, policies, procedures, and audit criteria (validation of signature, documentation, eligibility) and carefully reviews for financial accuracy. Resolve complex problems and make conclusions on processing of disbursement/reimbursement requests. Complete disbursement/reimbursement request forms correctly to ensure that pertinent information accurately aligns with FI\$Cal, Loans and Grants Tracking System (LGTS), and other tracking systems. Route requests that meet guidelines and payment criteria through approval process and Accounting Office for payment. Reconcile project funding balances with LGTS and Accounting Office. Develop and monitor disbursement status reports and provide reports to technical staff and management. Prepare documents for Budgets and Accounting to disencumber funds and coordinate with internal technical and administrative staff as necessary. Prioritize and manage work assignments so that requests meet performance metrics of the Division.
30%	Provide information to technical staff, Recipients, and others regarding disbursement/reimbursement payment procedures and/or status using telephone, email, and direct correspondence as appropriate. Effectively communicate and assist funding Recipients, local agencies, and technical staff on payment procedures to ensure loan and grant disbursement/reimbursement requests are received in a timely and accurate manner. Prepare correspondence with findings, providing solutions to resolve any outstanding issues
15%	Collect data, maintain relevant spreadsheets, and LGTS and create ad hoc spreadsheets and other documents as necessary to report on financial status of funding sources for annual reports, audit inquiries, and other reports to management or control agencies, periodically.

Marginal Functions (Including percentage of time):

5%	Maintain disbursement/reimbursement files with all documentation required for the processing of requests to ensure all requirements and special conditions have been met. Ensure all documentation is accessible for audits and control agency review and conforms to State Water Board record retention policy. Provide solutions to resolve any issues to management.
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, 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.



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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