

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

RMC - 002

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY Rivers and Mountains Conservancy (RMC)	POSITION NUMBER (Agency - Unit - Class - Serial) 570-001-5393-002
2. UNIT NAME AND CITY LOCATED Azusa	3. CLASS TITLE Associate Government Program Analyst (AGPA)
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m.	5. SPECIFIC LOCATION ASSIGNED TO Azusa
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 570-001-5393-000

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under general direction from the Executive Officer, the Associate Governmental Program Analyst (AGPA) will be responsible for the oversight of all budgetary expenditures and activity; process and verify grant agreements and invoices; development and maintenance of various expenditure reports, and assist with administrative 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. (Use additional sheet if necessary)

% 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. (Use additional sheet if necessary)
40%	<p>ESSENTIAL FUNCTIONS</p> <p><u>Fiscal Responsibilities:</u></p> <ul style="list-style-type: none"> Serves as the lead analyst for contracts entered into by the RMC. Acts as the Conservancy's subject matter expert on payable contract-related issues. Responsible for the contracting process from the contract request stage through contractor selection, performance, payment, and conclusion, ensuring program objectives are achieved and state and/or federal regulations and requirements are met. Receives and processes all requisitions including grant and vendor payments through the FISCAL system and as externally requested. Identifies the appropriate purchasing mechanism and prepares the necessary documents. Creates procurement records in FISCAL and routes procurement requests through the FISCAL system for approval internally and from the appropriate control agencies. Anticipates problems and provides technical advice and recommendations to management, staff, and vendors on procurement issues. Implement procedures on a quarterly basis or as it necessary for Board Meetings to assure the proper and effective tracking of authorized budget expenditures, Cash Flow Reports, and Bond Fund reports, including training of RMC staff as appropriate. Examples include implementation of expenditure plans for grants, Agency Bond Consolidate Reporting System (ABCRS), and the RMC Workprogram.

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

SUPERVISOR'S NAME (Print)	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 balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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40%	<ul style="list-style-type: none"> • Develop Budget Change Proposals (BCP) for the RMC in direct consultation with staff of the Department of Finance, the Legislative Analyst's Office, and the Resources Agency as appropriate. • Gathers, analyzes and oversees the technical development of the Fiscal budget. Responsible for all fiscal matters related to approving and administering invoices, contracts, grants, travel claims and ordering of supplies and other expenses related to the administration of agency activities. Perform accurate and proactive grant budget management by certifying bond funds are encumbered and expended per the approved grant budget and expenditures are monitored and tracked to assure project deliverables. Analyze, develop, track, and review operating and project related budgets and offer recommendations to management and the RMC Board to improve timeliness and achieve cost efficiencies. • Creates quarterly budgeting reports or as necessary for RMC Board meetings to ensure accuracy, correctness, and balanced budget reports and provides these reports in a timely manner.. Confirms funding is available and encumbers the grant contract per the appropriated bond fund for all grants approved by the RMC Board. Authorizes the proper development and administration of the grant contracts with local government jurisdictions to certify the contract terms are consistent with applicable laws and meets the goals of the contract. <p><u>Program Operation Responsibilities:</u></p> <ul style="list-style-type: none"> • Serve as the lead Contracts Officer for all contracts entered into by the RMC. Responsible for the entire contract process from the contract request stage through contractor selection, performance, payment, and conclusion, ensuring program objectives are achieved and State and/or federal regulations and requirements are met. Develop a wide variety of contracts and agreements such as Interagency Agreements, Standard Agreements, Short Form Contracts and Memoranda of Understanding. Creates a variety of contract documents including, but not limited to, Invitation for Bids, Request for Proposals, advertisements, and Scopes of Work. Award contracts in accordance with established Public Contracts Code, State Government Code, State Administrative Manual, and State Contracting Manual rules. • Analyze, develop, track, and review operating and project related budgets and offer recommendations to management and board to improve timeliness and achieve cost efficiencies. • Communicates effectively orally and in writing on fiscal and financial interest with all individuals associated with RMC activity who are at varying degrees of familiarity with the subject matter.
20%	<p>NON ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none"> • Coordinate the preparation of agreements and grant applications in order to ensure the timely submittal of said documents by delegating tasks between departments, consistent with project plans and timelines. • Coordinate and provide staff support to various RMC's partnerships, including joint power authorities of which the RMC is a participating entity. • Develops MQ worksheets, duty statements and RPA for new hires. <p>KNOWLEDGE AND ABILITIES</p> <p><u>Knowledge of:</u> Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel, and management analysis; and government functions and organization; methods and techniques of effective conference leadership.</p> <p><u>Ability to:</u> 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 both orally and in writing; consult with and advise administrators or other interested</p>

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	<p>parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Ability to use MS Excel or a similar spreadsheet application, to develop and use spreadsheets suitable for tracking and analyzing the business of the RMC, e.g. expenditures v. budgeted amounts; contract expenditures v. contract amounts; bond expenditures v. bond amounts, etc. • Ability to use the Internet to conduct business via e-mail, to retrieve and use documents, and to conduct administrative and management oriented research. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <p><u>Specific physical requirements:</u></p> <ul style="list-style-type: none"> • Occasionally bend, lift, and move boxes or items weighing up to 30 pounds. • Ability to travel occasionally to meetings out of the city of Azusa and the County of Los Angeles, perhaps even to Sacramento or other distant cities. <p><u>General requirements:</u></p> <ul style="list-style-type: none"> • Attire appropriate for a professional business office; professional business attire is required for RMC board meetings and at official public events. • Ability to read and write several hours per day in both paper and electronic form. • Ability to use a personal computer several hours per day.