



DUTY STATEMENT

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| Classification: Staff Services Analyst | Position No.: 202-5157-829 |
| CBID: RO1 | Office: Contracts, Grants and Loans |
| Date Prepared: December 2017 | Division: Administrative and Financial Management Services |
| KEY: (E) IS ESSENTIAL, (M) IS MARGINAL | |

POSITION DESCRIPTION

Under the direct supervision of the Staff Services Manager I, Contracts, Grants and Loans Office, the Staff Services Analyst performs the less responsible varied, analytical and less complex consultative services in the planning, development, accounting, evaluation, award, fiscal compliance and reporting of contracts, grants and loans programs.

SKILLS AND ABILITIES

This is the entry through first journey level which regularly performs a variety of the less difficult analytical duties. It is essential that the incumbent have the ability to: read and write English at a level required for successful job performance; 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; apply specific laws, rules, and office policies and procedures; gain and maintain confidence and cooperation of program staff; and follow both written and oral directions. The incumbent must exercise good judgment, possess good interpersonal skills, have the ability to work well under pressure, and be able to communicate effectively both orally and in writing.

WORKING CONDITIONS

The work is performed in an indoor office and/or meeting room setting involving sitting, standing, and/or walking.

DUTIES AND RESPONSIBILITIES

The incumbent is required to communicate effectively, work independently and/or in a team environment, use a personal computer and appropriate Energy Commission software, and operate office equipment in the performance of the following duties and responsibilities:

- 40% Review payment request materials to ensure compliance with agreement budgets and terms and conditions. Work with Energy Commission program staff to resolve simple and moderately difficult problems or discrepancies including the filing and documentation of disputes.

- 30% Consult with Energy Commission employees, control agencies, and contractors or recipients regarding agreement requirements, procedures and policies. Enforce and follow Energy Commission procedures for processing agreements including selecting applicable terms and conditions, routing through the appropriate offices and ensuring scheduling at an Energy Commission Business Meeting. (E)
- 10% Assist with the administration, close out, and auditing of agreements, in coordination with Energy Commission and other state agency program staff, administrative staff, and contractors or recipients. Develop, evaluate, and select alternatives which best solve simple and moderately complex contract, grant or loan problems involving regulation requirements, program goals, or terms and conditions. (E)
- 10% Interpret and enforce state and federal contract, grant and loan rules, regulations, and guidelines with moderate guidance. (E)
- 5% Assist with the coordination and administration of the contractor or recipient selection process (solicitation) and provide procedural guidance for solicitation workshops. Interpret and enforce state solicitation requirements. (M)
- 5% Assist with the development of reports to assist program staff with any phase of the contract, grant or loan process. These reports include performance reports, budget revisions, and other documents required by the grantors or state control agencies. Independently analyze contract, grant and loan program expenditures and fiscal management information reports for accuracy and consistency with contract or grant budget amounts, allowable cost standards, budget revisions, reporting provisions, and other financial management terms and conditions. Perform other duties as required, consistent with the specifications of this classification. (M)

| SIGNATURES | |
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| I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position | |
| <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> VACANT Employee <div style="text-align: right; margin-top: 5px;">/ Date</div> | <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> GORDON KASHIWAGI Supervisor <div style="text-align: right; margin-top: 5px;">/ Date</div> |