

JOB DESCRIPTION AND POSITION CLASSIFICATION

CBDA 525 (3-Page) (Rev. 11/05)

CLASSIFICATION Associate Governmental Program Analyst		POSITION NUMBER 534-003-5393-803	MCR 1	RPA # 006-RA
APPOINTEE Vacant		DIVISION/SECTION Prog Perf & Commun/Program Performance		
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: R01				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) John Ryan	SUPERVISOR'S CLASSIFICATION Program Manager II, CBDA	
APPROVED BY (Personnel Analyst's Name) Lynn Darby			DATE 9/22/08	
ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.				
POSITION SUMMARY				
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: Under the general supervision of the Program Manager II, CBDA, provides analytical support to CALFED Program Performance in the CALFED Bay-Delta Program (CBDP). Responsible for the key functions used to ensure the accurate reporting of projects and other investments financed with appropriated CBDP funds.				
DESCRIPTION OF DUTIES				
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
40% (E)	RESEARCHING Researches requests for CBDP project and program information initiated by implementing agencies, control agencies, and various stakeholder groups. Analyzes and assesses concept documents, budget change proposals, finance letters to advise management as to their impact on the CBDP. Researches, evaluates, and provides recommendations to management for improving data collecting and reporting policies and procedures. Develops and maintains business processes and procedures. Assists end-users and technical staff with business requirements gathering, system design analysis, testing, and implementation assistance during the upgrading and enhancing of the CALFED Program Performance Information System (CPPIS). Serves as the Program Performance Web team coordinator.			
25% (E)	REPORTING Assists with designing, developing, and formatting CBDP standard and custom reports, to include, the Cross-Cut Budget Report, the Supplemental Budget Report, the Annual Funding Report, the Agency Baseline Report, and the Federal Reimbursement Report. Provides quality checks and assurance of published reports. Articulates and provides details regarding published reports to implementing agencies, control agencies, and various stakeholder groups.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) John Ryan		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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25% (E)	<p>TRACKING Collects and enters project data into the CPPIS and provides ongoing and regular validation of system information. Uses any and all applications, tools, and business processes utilized in collecting, loading, and organizing data within the CPPIS. Performs ongoing periodic compliance reviews of the CPPIS and works with end-users to resolve data integrity issues.</p>			
10% (E)	<p>TRAINING Provides training and technical assistance to end-users regarding processes and procedures used for collecting and reporting information.</p> <p>DESIRABLE ATTRIBUTES, EXPERIENCE, AND QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Strong written and verbal communication skills • Strong analytical and research skills • Highly motivated and a self-starter • Exercises a high degree of initiative and independent judgment in coordinating multiple functions. • Proficient with personal computer and appropriate software programs, including, MS Office, MS Visio, MS Project, and the internet • Ability to interpret charts, graphs, and tables • Knowledge of project and product management methodologies and tools • Ability to give formal presentations to staff at all levels • Knowledge of the CALFED structure including its implementing agency consortium • Knowledge of the State and federal budget and funding processes • Experience in negotiations • Ability to provide exceptional customer service • Provide completed staff work • Self motivated, dependable, and flexible • Positive and team oriented • Ability to learn quickly <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</p> <ul style="list-style-type: none"> • Appropriate attire for professional office environment • Ability to sit in normal seated position for extended periods of time • Manage multiple priorities effectively and meet deadlines • Meet short processing times when necessary • Handle varying and sometimes large workload volumes • Ability to maintain calm during stressful situations • Ability to effectively handle multiple tasks and changing priorities 			

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	<p>PERSONAL CONTACTS:</p> <ul style="list-style-type: none"> • Liaison with resources Agency and state and federal implementing agency staff, including directors and program managers • Liaison between the Performance Performance and the CALFED Implementing Agency's business offices, including: Budget and Accounting Office, Program and Project Management Offices, Contract Office, and the Information Technology Office • Serves as primary contact for the Governors Office, Legislative Analyst Office, and the Department of Finance • Other local, state and federal government agencies, stakeholders, legislators, and the public <p>SUPERVISION RECEIVED</p> <p>The incumbent works under direction from the Program Manger II, CBDA in the Program Performance Unit.</p> <p>SUPERVISION EXERCISED</p> <p>None.</p>			