

San Joaquin River Conservancy
Duty Statement
Staff Services Analyst (General)
365-100-5157-001

Summary:

Under the immediate guidance and supervision of the Executive Officer, the Staff Services Analyst (General) serves as a generalist in public service, performing semi-professional to professional tasks in support of all Conservancy programs, office management, administrative functions, and fiscal management; coordination with agencies, nonprofit partners, and service providers; property management; project and program coordination and management; and all forms of communications to the Executive Officer, governing board, and public.

The position works under direct supervision on a broad range of interdisciplinary governmental, financial, and analytical assignments, and prepares studies, reports, maps, and plans; assists in the development of procedures, policies, programs, and project alternatives; and serves as clerk to the governing board, preparing staff reports, producing agenda packets, preparing minutes for board meetings, and preparing other documents related to the board. A California driver's license is required to attend meetings and field activities. The employee is occasionally required to work outdoors, which may be characterized by difficult accessibility, rough terrain, exposure to vectors and allergens, and hot, cold, or wet conditions.

Essential Functions:

The position includes progression from: A) entry level (directly supervised, more structured and routine analytical tasks and specific projects); B) mid-level (less direct oversight, many concurrent projects, more broad objective-driven projects); through C) journey level (more self-directed work; conceptual projects, programs and plans; independent analyses, judgment, and recommendations). Commensurate with the employee's experience, qualifications, and training, the position's duties include:

25% Project Coordination, Administration, and Program Analysis

Under the guidance of the Executive Officer, prepares, administers, and coordinates projects and programs, including but not limited to preparing scopes of work and budgets, and developing and managing contracts and licenses with stewardship groups, contractors, grantees, and lessees; registers agreements, secures bids, and maintains contractor correspondence; analyzes and resolves routine conflicts and makes recommendations to solve problems; organizes, summarizes, and draws conclusions from data and information of a complex nature, and prepares analyses, reports, maps, recommendations, and proposals; assists in securing permits and meeting environmental review requirements; attends and leads committees and workshops; performs site visits and inspections at project sites.

15% Office Administration and Management

Coordinates office management and performs administrative projects; provides assistance to ensure proper processing, preparation of forms, and compliance with state procedures; organizes office processes and procedures, and makes recommendations for efficient and effective office management; develops and maintains office procedures manual; coordinates and prepares compliance reports and responses to state surveys,

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executive orders, and directives; receives and distributes mail, reviews mail to determine action; schedules meetings.

15% Board Support Services

Under the guidance of the Executive Officer, develops and prepares more routine proposals, recommendations, maps, and staff reports for the Conservancy Board; records and prepares minutes of governing board meetings; makes presentations, prepares agenda packets, ensures proper noticing per the Brown Act; coordinates board compliance with Fair Political Practices Commission requirements.

15% Fiscal Support Services

Under the guidance of the Executive Officer, performs record keeping and reporting, including maintaining appropriate records for program audits; provides assistance to ensure proper processing, preparation of forms, and compliance with state procedures; purchases supplies and equipment; prepares budgeting, accounting, and related records, spreadsheets, and reports for tracking appropriations, encumbrances, purchases, expenditures, projections, and balances; maintains and updates vendor records and insurance certificates; monitors expirations for agreements; provides assistance with processing receivables, payables, and reimbursables.

15% Coordinate Service Providers

Under the guidance of the Executive Officer, initiates, prepares, and monitors the more routine services, projects, and program agreements; coordinates with group leaders, lessees, concessionaires, contractors, and other partners; maintains workplans, schedules, and activity calendars; oversees compliance with agreements and Conservancy policies; monitors and tracks expenditures and processes payments; initiates, prepares, and monitors service agreements, including property maintenance and management services; performs tasks and inspections in the field; organizes committee and project meetings.

10% Public Information

Under the guidance of the Executive Officer, communicates the Conservancy's mission, objectives, policies, and accomplishments to the general public; posts information, maintains, and develops content for the Conservancy website; develops publications, handouts, maps, brochures, displays, and presentations; makes public presentations and participates in community advisory groups; plans and participates in public involvement events, including hearings and other public meetings; prepares press releases, fact sheets, maps, interpretive and informational signs, and other public information; responds to public inquiries.

5% Records

Maintains files, records, and computers in accordance with the Conservancy's procedures; performs special projects related to information security, privacy, records retention, and computer systems; maintains shared directory files for computers; carries out tasks related to privacy policies, virus protection, and other information security needs.