

JOB DESCRIPTION AND POSITION CLASSIFICATION

DSC 525 (1-PAGE) (REV. 01/10)

CLASSIFICATION Associate Governmental Program Analyst		POSITION NUMBER 530-001-5393-705	MCR 1	RPA # DSC15-027
APPOINTEE Vacant		EFFECTIVE DATE	DIVISION/SECTION Planning, Performance & Technology/PMO	
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	
APPROVED BY (Personnel Analyst's Name) Lynn Borja			DATE 9/18/14	
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, Planning, Performance, and Technology Division (PP&T), Performance Management Office (PMO), Program Reporting and Tracking Unit, the position provides analytical support regarding the tracking and reporting of programs, projects, and plans that support Delta Plan implementation. The position is responsible for providing the more complex analytical services and functions utilized in supporting the Council's tracking and reporting activities regarding Delta programs, projects, plans, and covered actions.				
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.			
30% (E)	Work with a broad range of internal and external clients to collect, organize, and store program and project level data that support the implementation of the Delta Plan. Analyze Delta Plan related programs, projects, and plans, and prepare performance reports; financial reports; and project status reports.			
25% (E)	Act as the business administrator for the Council's Project Performance Information and Covered Actions Certifications and Appeals Systems. Work closely with end-users and Council IT staff and provides business and systems analysis services for improving system performance and correcting defects. During system enhancement release cycles, research and reviews business requirements, and assist with testing and implementation.			
20% (E)	Research, analyze, and provide oral and written responses to requests for Council project and program information initiated by implementing agencies, control agencies, and various stakeholder groups. Analyze and assess internal and external project concept documents, budget change proposals, and finance letters to advise management as to their impact on the Council. Evaluate and provide recommendations to management for improving Delta Plan performance measures data collecting and reporting procedures. Develop and maintain tracking and reporting processes and procedures.			
15% (E)	Act as the first line of contact for covered action incoming calls. Maintain the Council's Covered Actions Mailbox and ensure all incoming inquiries are handled in a timely manner. Keep Council staff and management informed of any new Covered Action activity. Ensure all steps are completely properly upon the submission of a certification of consistency.			
10% (E)	Assess external agencies compliance with established Council program and project data collection cycles. Develop and provide training to end-users regarding system functionality and utilization, and tracking and reporting processes and procedures.			
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