



DUTY STATEMENT	
Classification: Program Technician	Position Number: 783-9927-921
Division/Office/Section: MMLA/FIRM/Financial Resources Section B	
Location: 1001 I Street, Sacramento, CA 95812	Effective Date:
Employee's Name: Vacant	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supervisor's Name: Divina Cadiz	
Collective Bargaining Identifier (CBID): R04	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION:

Under close supervision of the Recycling Specialist III (Supervisory), the Program Technician will provide assistance and support to Branch staff with administration of the various grant/payment and loan programs within the Grants & Loans and/or Beverage Container Recycling Grants Sections including, but not limited to, the following: Beverage Container Recycling, , City/County Payments, Local Conservation Corps, Tires, Recycling Market Development Zone (RMDZ) loans, Used Oil, Household Hazardous Waste, Farm and Ranch, and Local Enforcement Agency. The incumbent will review and process forms, files, and work of a semi-technical nature associated with the Department’s grant and loan programs.

ESSENTIAL FUNCTIONS

45% Gathering, completion, and analysis of data related to grants, contracts, loans, and payment programs:

Perform statistical analysis of past grant and loan performance. Assist in analyzing economic and statistical data for program tracking and evaluation. Verify and summarize payment requests for accuracy and completeness. Assist the Grant Manager with initial review of grant documents; review progress and final reports for completeness and content; and close out of grant projects. Respond to general loan program and grant cycle-related questions from applicants. Process applications and ongoing re-certification, mail out certification packages, and maintain the Oil Recycling Claims database and special projects to improve the Used Oil Certified Collection Center (CCC) Program and record keeping. Prepare grant and loan status reports via spreadsheets and database queries. Assist in developing fact sheets for successful/model grant and loan projects. Assist in developing and analyzing stakeholder surveys. Provide technical maintenance of program files and compliance with loan agreements, grant terms and conditions.

30% Data processing and research:

Input data into various databases (i.e., Grant Management System, Oil Payment Program System, City and County Payment Reporting System, and Beverage Container Grants database). Assist with initial input for web updates. Review grant and loan files to retrieve data and enter the data into programmatic spreadsheets. Create and update SharePoint sites for each grant and loan program, including program workflow timelines identifying tasks and due dates.

20% Maintain and update grant and loan program materials, supplies, and equipment:

Distribute grant and loan agreements, and related attachments/forms. Check inventory, sort, count, package, and move/mail job-related materials including, but not limited to, Used Oil CCC signage and various grant program outreach materials. Prepare and organize grant and loan binders, including desk reference and administrative binders for staff use. Assist in the preparation of documents for site visits with grantees and at business manufacturing facilities for potential loan applicants or existing borrowers. Reserve and/or set-up Information Technology equipment (i.e., laptops for travel and/or computers).

MARGINAL FUNCTIONS

05% Provide staff support at meetings, workshops, and conferences (e.g., prepare meeting agenda, coordinate/reserve meeting rooms, note-taking, and disseminating meeting materials to participants). Receive initial inquiries via e-mail or voicemail and forward to appropriate staff. Provide phone, mail, and e-mail coverage for other staff as needed.