



Classification: Associate Governmental
 Program Analyst
 Position Number: 880-130-5393-xxx

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-130-143	Classification Title: Associate Governmental Program Analyst	Position Number: 880-130-5393-xxx
Incumbent Name: Vacant	Working Title: Associate Governmental Program Analyst	Effective Date: TBD
Tenure: Permanent	Time Base: Full time	CBID: R01
Division/Office: Central Coast Water Board		Section/Unit: Executive Unit
Supervisor's Name: Ryan Lodge		Supervisor's Classification: Executive Officer

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement

Under the direction of the Executive Officer (EO) and consistent with good customer service practices and the goals of the State and Regional Water Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.



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Position Description

The Associate Governmental Program Analyst (AGPA) works independently on a variety of complex tasks requiring initiative, good judgement and provides timely administrative assistance and professional analytical assistance to the public and staff within the Board by phone, e-mail, mail, and in person. The AGPA provides human resources and administrative support to the EO and Regional board members and serves as the clerk to the board. The AGPA is detail oriented and proficient in utilization of office equipment and Microsoft 365 applications and services. The AGPA is expected to be familiar with the Regional Water Quality Control Boards' function and responsibilities as a regulatory agency. The AGPA is required to work independently, take effective action, work under pressure and time constraints, manage multiple tasks and changing priorities, handle sensitive and confidential assignments with tact and diplomacy, appropriately manage sensitive and confidential information/documents, communicate clearly and effectively both verbally and in writing, and be proficient in administrative duties.



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Essential Functions (Including percentage of time):

30%	<p>Independently oversee and coordinate Board meeting planning and logistics including location reservations, meeting room setup, and lead the audio, visual, and virtual meeting components of the board, all staff, roundtable and other meetings (e.g., Zoom or other virtual meeting platforms). Serve as Clerk to the Board for all Board meetings. Conduct analytical studies of meeting logistics by attending meetings, interviewing staff, formulating process improvements, developing alternatives, and advising management on potential impacts. Manage files for staff and guest presentations and exercise control over documents presented for the record during board meetings. Provide editorial review of draft documents and correspondence to ensure consistency with administrative policies. Prepare board agenda. Prepare and provide board members with board meeting travel and logistical itineraries and arrange travel and lodging arrangements for board members and executive staff. Manage board members expense related documents, prepare, submit, and track board member travel expense claims and board officer compensation (BOC) daily stipend forms. Track board members meeting participation and annual budgeting (e.g., travel expenses, stipends). Coordinate with executive management to ensure that Board members receive pertinent legal and policy documents relating to issues affecting the Central Coast Water Board.</p> <p>Lead and Coordinate development of the Water Board’s annual meeting calendar and adjust during the year, as may be required, and maintain an up-to-date board meeting schedule calendar on the Central Coast Water Board website, in compliance with the statutory posting and web/document accessibility requirements.</p> <p>Oversee and prepare electronic filing of meeting agenda notices, EO reports, meeting minutes, public notices, meeting “landing pages,” and online electronic comment card forms. Coordinate agenda item completion with the EO, management team, and staff. Oversee internal coordination of board meeting related documentations, public outreach, and briefings. Oversee the timely submittal and posting of all board meeting related documents on the Central Coast Water Board website in compliance with statutory posting and web/document accessibility requirements.</p> <p>Coordinate with the EO to independently craft and distribute written and electronic information to the board members, staff, public, and external stakeholders. Oversee and monitor EO voicemails and general inquiries and relay messages to the EO or other staff, or otherwise directly follow up on voicemails and general inquiries. Provide timely updates to the EO regarding high priority work or emerging issues. Meet with the EO to discuss and track workload and priorities and coordinate board meeting planning, weekly. Maintain various calendars of the Executive Officer and, as appropriate, the Assistant Executive Officers, by prioritizing meetings with key internal and external stakeholders.</p>
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20%	<p>Research, analyze, and recommend solutions on program-related issues to determine opportunities for program improvement and achievement of performance targets. Oversee and streamline officewide processes and reporting by developing and implementing a variety of tools for the Central Coast Water Board. Prepare written analyses to identify problems, analyze results, and make recommendations for improvements to executive management. Continuously analyze workflow and communication, particularly between the Board's program managers and the Board's executive management group in the implementation of the Board's Strategic Plan, which involves the development of annual programmatic workplans and reporting to the Board's executive management. Meet regularly with program managers to monitor status and develop strategies to meet interim targets or milestones. Develop and manage a system to track and report progress towards meeting performance targets. Provide consultative services and administrative support, schedule and facilitate meetings and ensure proper tracking and distribution of all relevant documents. Collaborate with the region's California Integrated Water Quality System (CIWQS) leads in the development, documentation, and implementation of procedures and controls necessary to ensure data accuracy, accessibility, consistency, completeness, and to reduce redundancy. Manage coordinating and monitoring of CIWQS data processing. Gather, analyze and produce reports utilizing data sets from numerous databases (CIWQS, GeoTracker, etc.).</p>
15%	<p>Serve as Document Accessibility Liaison and as a regional subject matter expert to ensure web accessibility and compliance with Americans with Disabilities Act (ADA) guidelines, and other accessibility related laws. Independently review and analyze Adobe PDFs and Microsoft Office files to ensure web accessibility and compliance. Research and respond to inquiries by applying knowledge of web accessibility standards and requirements prior to web posting. Conduct quality assurance testing/evaluations and suggest potential solutions for document accessibility. Manage and resolve the most complex ADA document compliance issues. Ensure timely remediation of ADA documents for the Region's board meetings.</p>
15%	<p>Independently oversee and coordinate with the EO, board members, and the State Water Board Division of Administrative Services, Office of Chief Counsel, and Central Coast Water Board administration team to prepare, submit and track board member related human resources documents and board member appointment documents. Independently develop and maintain region-wide procedures for various processes related to the conduct of the Executive Office, such as the process for developing documents for board meetings, the conduct of the board meeting, and protocols for responding to requests directed to the Executive Office. Establish and maintain processes for on-boarding and off-boarding board members track and ensure compliance with all State Board mandatory training requirements for Board members, maintain records and other documents required of board members while ensuring confidentiality of all sensitive information. Exercise judgment in communicating with board members and sharing information pertinent to the execution of the board's business.</p>



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10%	Oversee and ensure internal and external internet website links are active, up to date, and provide relevant information. Ensure links connect to interactive maps, water system databases, water quality reports, and board documents. Manage and maintain internal SharePoint pages and make sure they are up to date with relevant links and information.
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Marginal Functions (Including percentage of time):

5%	Coordinate and assist with general office-wide administrative functions in coordination with the administration team and as approved by the EO.
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5%	Perform other duties as required.
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Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works in a two-story office building in San Luis Obispo, in an enclosed, windowed (non-opening) office cubicle on the 2nd floor in a smoke-free environment. The work schedule is Monday through Friday. Normal working hours are 8:00 am to 5:00 pm with work periodically required before or after this time frame to facilitate travel for and in support of offsite board meetings. Periodic travel is required locally and within the state, particularly with respect to board meetings at off-site locations. Possession of a valid driver's license is required to operate a State owned, leased, and/or personal vehicle. The AGPA duties require an in-office presence with respect to EO and staff engagement, document processing, and in-office administrative activities. However, limited telework (e.g., one day per week) may be allowable per the EO's discretion if AGPA duties can be effectively implemented.

Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date
Ryan Lodge		

Employee Name	Employee Signature	Date



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