



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

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-130-137	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/Region 3		Section/Unit: Administrative Services
Supervisor's Name: Sarah Hewawitharana		Supervisor's Classification: Staff Services Manager I

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the direction of a Staff Services Manager I and consistent with good customer service practices and the goals of the State and Regional 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.
Position Description
The Associate Governmental Program Analyst (AGPA) will work independently, in a fast paced and cooperative environment, and act as a team leader on multiple tasks. The AGPA will analyze complex information and data and develop and evaluate alternatives and present solutions to problems; formulate procedures, policy, and program alternatives; and make recommendations on a broad spectrum of administrative and program related assignments. The AGPA is responsible for providing timely and professional assistance to the public and staff within the organization, by phone, e-mail, mail, and in person. Daily proficient utilization of office equipment and the Microsoft Office suite is required.
Essential Functions (Including percentage of time):



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25%	<p>Independently analyze, review, process, and track Request for Personnel Actions (RPAs) for regional management approvals and State Water Board's Human Resources Branch (HRB) review. Provide updated information, guidance, and training to Central Coast Water Board managers on hiring policies/procedures and best hiring practices. Provide guidance and consultation to regional management throughout the hiring process, from recruitment planning to employee start date. Review and provide guidance to regional management on preparing recruitment documents, such as duty statements, vacancy announcements, screening spreadsheets, and when required, justification memos. Obtain Department of Administrative Services (DAS) Assistant Deputy Director approval for RPAs, when needed. Present personnel status reports for Central Coast Water Board executive management, track vacancies using DAS reports and Bizflow, provide status on RPA packages, and all hiring related information. Assist hiring managers with responding to requests for information or clarification from HRB on the RPA packages. Ensure all steps of the hiring process are complete for all Central Coast Water Board recruitments, including student assistants and interns. Coordinate with the State Water Board recruitment office to optimize recruitment efforts. Maintain current internal organizational chart for the Region and lead re-organization efforts as necessary. Review vacancies, positions, and other HRB, Bizflow, and DAS reports and the monthly official organizational chart and resolve any discrepancies with HRB. Oversee and direct as necessary completion of hiring packages, probationary reports, performance reviews, and other personnel forms. Act as backup to administrative lead for independently managing and coordinating new employee orientations. Prepare and create as necessary new employee onboarding package, including preparing and submitting all personnel documents related to newly appointed employees.</p>
15%	<p>Lead and oversee the Central Coast Water Board's Health & Safety program and associated tasks to ensure the safety of Central Coast Water Board staff. Attend Health and Safety State Water Board coordinator meetings; address, lead, and organize Health and Safety needs and training for staff. Oversee and advise Central Coast Water Board management and staff on site-specific Health and Safety issues (hydrogen sulfide monitoring devices, informing staff of biohazards at wastewater treatment plants, vehicle safety, proper decontamination procedures, laboratory safety, etc.). Conduct and participate in Health and Safety meetings with all Central Coast Water Board staff including presentations at staff meetings. Coordinate with management and address issues that require Health and Safety improvements. Develop and maintain Central Coast Water Board Emergency Plan, Evacuation Procedures, and Illness and Injury Prevention Plan. Develop a system to track Health & Safety incidents, prepare and lead emergency drills. Complete monthly checks of automated External Defibrillator (AED) units and fire extinguishers and coordinate all routine and as needed maintenance with monitoring agency. Organize and coordinate onsite CPR/AED training.</p>



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15%	<p>Independently lead, amend, and approve payment of invoices for purchases made within signature authority. Independently develop and maintain centralized Central Coast Water Board administrative and business function guidance documents. Assign and lead Central Coast Water Board administrative help desk tickets in a timely and efficient manner. Assist State Water Board Personnel and Human Resources staff to resolve timekeeping, health benefits, and other human resources related documentation. Provide BizFlow, CalAters, and CalTravel technical and administrative training and support to employees. Assist employees with purchase requisitions, travel, training, and other administrative services. Responsible for maintaining staff training records, travel expense claim submission documentation, and other pertinent documents. Assist employees with questions regarding submittal of their health, dental, FlexElect, and other benefit forms. Lead receipt of checks mailed to the Central Coast Water Board and ensure checks are appropriately tracked and deposited according to State Water Board procedures. Ensure timely completion and submission of employee health and personnel documents. Remain knowledgeable of provisions and interpretation of bargaining unit contracts, administrative procedures, and other state laws, rules, and regulations; advise management, supervisors, and staff on same.</p>
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<p>15%</p>	<p>Independently analyze Public Records Act (PRA) and subpoena requests from other governmental agencies, law firms, regulated community, and the public to determine source location and resource needs for data retrieval. Lead, organize, and provide formal responses to all Public Records Act Requests (PRARs) to ensure compliance with California state laws and regulations. Ensure all records are retrieved via Water Board's electronic databases (Electronic Content Management [ECM], GeoTracker, Storm Water Multiple Application and Report Tracking System [SMARTS], and the California Integrated Water Quality System [CIWQS]). Analyze and conduct searches on existing hardcopy and microfiche records, request records from the Office of State Archives, and communicate with technical staff, supervisors, legal counsel, and/or managers on the timing required for compliant responses and the records required for each PRA item or subpoenas. Analyze the PRA request and perform reviews to ensure completeness of responses and work with legal counsel to ensure exempt records are not disclosed. Act as lead coordinator on requests for copying of records in accordance with State guidelines as necessary. Process, distribute, and track all PRARs. Ensure compliance with legal requirements of the PRAR process and provide training and lead technical staff on complex responses to PRARs. Act as administrative lead for Central Coast Water Board in managing and maintaining the Records Retention Schedule and complying with California Records Management Program requirements. Independently develop and maintain a manual of records management procedures and records retention schedules for the Central Coast Water Board. Analyze established filing and storage systems and procedures; recommend and implement improvements which include providing guidance and training for regional staff and management, at minimum every two years, per State Guidelines. Lead ongoing records retention process assigned for file room and library archives in accordance with the Records Retention Schedule and in coordination with the State Records Center. Develop and revise policies and procedures to ensure requests to review, discard, and/or copy records are compliant with PRA, legal, and information technology requirements for secure access and retrieval. Serve as the regional ECM Coordinator and is the point of contact for ECM State liaisons. Provide training to staff on ECM functions and procedures as needed.</p>
<p>15%</p>	<p>Lead office operations by planning and implementing office services procedures and systems. Create and update administrative procedure manuals and lead Central Coast Water Board SharePoint content to ensure current and accurate information is available to staff. Lead the coordination and purchase of supplies and tag all equipment with appropriate State Water Board identification tags and oversee and lead disposal of old and broken equipment according to State Water Board and Department of General Services requirements. Lead and coordinate with the Department of Information Technology on special IT projects, as necessary. Independently develop and maintain centralized Central Coast Water Board administrative and business function guidance documents. Assign and lead Central Coast Water Board administrative help desk tickets in a timely and efficient manner.</p>



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10%	Independently lead and track the completion of all maintenance work orders. Lead and coordinate maintenance, repairs, and janitorial services and work with building manager, State Water Board, and Department of General Services. Coordinate with State Water Board and Department of General Services on facility and fleet vehicle issues including replacement vehicles, installation and maintenance of electric vehicle charging stations, complex vehicle repairs. Lead various projects related but not limited to facilities, Department of Information Technology (DIT), and building security. Act as back-up to other staff during peak workloads, vacations, and absences.
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Marginal Functions (Including percentage of time):

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 50 pounds, bend and reach above shoulders to retrieve files, documents, office supplies and/or technical equipment. Ability to drive various types of vehicles.

Typical Working Conditions:

The incumbent works on the 1st & 2nd floors of an office building in San Luis Obispo close to an airport and a highway, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Overtime is generally not required and not permitted without prior approval from the supervisor. Travel may be required locally and within the state.

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

Employee Name	Employee Signature	Date