



Classification: Associate Governmental Program Analyst
Position Number: 880-230-5393-708

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-230-004	Classification Title: Associate Governmental Programs Analyst	Position Number: 880-230-5393-708
Incumbent Name: Vacant	Working Title: Engagement Coordinator	Effective Date: TBD
Tenure: Permanent	Time Base: Full-time	CBID: R01
Division/Office: Office of Public Participation		Section/Unit: Safe and Affordable Fund for Equity and Resilience - Communications
Supervisor's Name: Vacant		Supervisor's Classification: Staff Services Manager I

Human Resources Use Only:	
HR Analyst Approval: <i>Nina Lopez</i>	Date: 10/04/2024

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.



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Position Description

The Language Access Specialist is fluent in Spanish and English and supports the Water Boards' efforts to preserve, enhance, and restore the quality of California's water resources and drinking water for the protection of the environment, public health, and all beneficial uses by ensuring that engagement and outreach, particularly to environmental justice (EJ) communities and disadvantaged communities (DACs) is available in Spanish. This position provides Spanish language assistance on a variety of public participation efforts related to the Safe and Affordable Funding for Equity and Resilience (SAFER) Program, which will improve climate change adaptation and resiliency of DACs by helping public water systems provide an adequate and affordable supply of safe drinking water, and other Water Boards initiatives such as small water system consolidation, sustainable groundwater management, vapor intrusion, emergency drinking water, site clean-up, and more. This position also assists the Water Boards in complying with Government Code §13167.6, which requires the State and Regional Boards make meeting agendas available in both English and Spanish.

Essential Functions (Including percentage of time):

30%	Oversee translation of program materials from English into Spanish. Support in the development and creation of outreach materials and outreach strategies. Materials include FAQ, fact sheets, public notices, meeting agendas, PowerPoint presentations, and more. Coordinate the Spanish-language version of the SAFER website. Correspond with SAFER Advisory Group members and the public, both via written and oral communication. Facilitate community meetings in both English and Spanish. Coordinate with the language services contractor for written translation services as needed for education and outreach materials and oral interpretation services as needed for meetings and workshops.
20%	Develop project summaries for documents such as the Water Boards' Annual Accomplishments Report, Annual Human Right to Water Update, and the EJ Program Update Report to the Governor and Legislature. Assist in developing correspondence, written reports, bill analysis, budget summaries, budget change proposals, and written responses for Board members and Executive staff. Work with Budget, Accounting, and Contract units to create, maintain, and update statewide contracts critical to accomplishing the State and Regional Water Boards' public participation responsibilities. Develop routine reports related to contracts, budgets, and accounting. Assist in developing Office of Public Participation (OPP) procedures and policies. Provide meeting and administrative support to OPP Director and senior staff.



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15%	Independently and cooperatively work with Water Boards' staff and management to improve online and print materials to enhance the utility of the materials to achieve public participation goals. Gather and evaluate staff, management, and stakeholder input regarding materials and implement needed changes. Develop and maintain public participation content for Water Boards staff, including tools, templates, guides, training materials, and other staff assistance resources. Assist in maintaining comprehensive statewide database of EJ organizations, non-governmental organizations (NGOs), local governmental organizations, elected officials, and interested parties. Assist staff in using the database to identify appropriate audiences for project notifications and outreach efforts. Provide training and guidance to staff and management involved in public participation efforts. Assist in developing Water Boards staff training on issues related to community outreach, tribal consultation, and other policies. Provide written translation of State and Regional Board agendas and other materials. Coordinate with the Water Board Training Academy to assist in developing Water Boards staff training on language services, cultural awareness/sensitivity, and EJ.
15%	Work with State and Regional Water Boards operational programs to assess language service needs; assist in developing public participation, outreach, and strategic communication plans that address community language needs; lead public engagement efforts; visit affected communities to provide outreach and explain State and Regional Water Boards activities in English and Spanish; coordinate public meetings, SAFER advisory group meetings, workshops, and hearings logistics; facilitate internal and external meetings and workshops; and develop plain-language information materials such as fact sheets brochures, meeting notices, presentations, community updates, and handouts that explain technical issues in plain language.
15%	Coordinate with EJ organizations, NGOs, and DACs members, leaders, and advocates to build trust and identify issues and work with operational programs to resolve problems; triage concerns and inquiries from stakeholders and tribes and elevate concerns and inquiries to management. Respond to public inquiries regarding general Water Boards' programs, public participation, education, outreach, EJ, and tribal affairs. Advise management on expected impacts of Water Boards actions so that accurate responses can be formulated and communicated to stakeholders. Participate in interagency task forces such as the CalEPA environmental justice liaison meetings to foster coordination among state and local agencies. Represent the Water Boards at outreach, education, drinking water consolidation, and other meetings, workshops, conferences, and community events.
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 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. The incumbent works on the 13th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday.

Typical Working Conditions:

The incumbent works on the 13th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. 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