



Classification: Associate Governmental Program Analyst
 Position Number: 880-180-5393-708 & 880-180-5393-709

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-180-024 & 24-180-025	Classification Title: Associate Governmental Program Analyst	Position Number: 880-180-5393-708 & 880-180-5393-709
Incumbent Name: Vacant	Working Title: AGPA	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R01
Division/Office: California Regional Water Quality Control Board – Region 8 – Santa Ana		Section/Unit: Administrative Unit
Supervisor’s Name: Paloma Abell-Orozco		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 (SSMI) 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 perform the more complicated and varied analytical program support tasks and is responsible for providing timely and professional clerical assistance to the public and staff within the Region 8, by phone, e-mail, mail, and in person. The AGPA is required to work independently and collaboratively, communicate effectively, manage multiple tasks, maintain accuracy, perform with attention to detail, and be proficient with critical analysis skills. Daily proficient utilization of office equipment and Microsoft Office Suite is required.



Essential Functions (Including percentage of time):	
40%	<p>In consultation with Region 8 unit supervisors and branch managers, lead or assist with specified project initiatives throughout the programs of Region 8: attending meetings, assisting with field work, the development and/or maintenance of databases, spreadsheets, and/or visualization tools as necessary. Provide interpretation and maintenance of agency program specific databases, such as California Integrated Water Quality System (CIWQS), GeoTracker, Stormwater Multiple Application and Report Tracking System (SMARTS), Electronic Content Management (ECM), relative to assigned current and ongoing projects and as needed. This includes, cleanup, uploading, inputting, and tracking data, permits, invoices, memos, and relevant case documentation. Lead or assist, as directed, with support and analysis for designated project initiatives in collaboration with program project leads and program managers to track progress and complete high priority projects. Present findings and recommendations verbally and in writing to waterboard staff. Communicate with the public program initiatives, findings, policies, procedures, both verbally and written, in-person and virtually.</p>
30%	<p>Assist SSMI and hiring managers with the hiring process from preparation of the Request for Personnel Action (RPA) to the submittal of onboarding documentation. Assist with the submission of electronic RPA packages which may include the duty statement, advertisement template, screening criteria, justification, and organization chart. Coordinate interview process for qualified applicants, prepare interview packages for panelists, complete closeout hiring packages and electronically submit. Report in-office to assist with the facilitation of in-person interviews and onboarding as needed. Prepare onboarding and hiring paperwork. Ensure completion and timely submission of the required documentation. Assist with processing RPAs for separations. Update fiscal year RPA log as well as other personnel and position tracking. Assist with tracking hours and budget for intermittent employees. Participate in periodic budget reviews by State Board Division of Administrative Services (DAS) Budget Branch staff. Liaison for Region 8 staff on personnel issues related to health, dental, vision benefits, and retirement. Assist the SSMI in tracking and reporting leave balances for all staff. Attend State Board Human Resources and approved Region 8 meetings and report notes to SSMI. Stay current with confidentiality trainings.</p>



15%	<p>Manage contracts, including invoice tracking and all aspects of contract compliance. Prepare, edit, and monitor contracts by preparing the contract request form, obtaining quote, developing the Contract Request Package (including scope of work, budget breakdown, and justifications) and ensures contractor-compliance with terms and conditions. Advise staff and management during the development of non-admin related contracts. Collaborate and coordinate with the DAS Contract Analyst in the submission, development and execution of contracts to ensure appropriate statutes, regulations and state departmental policies and procedures governing the contracting process are followed and adhered to, while also ensuring all requirements of the State Administrative Manual, State Contracting Manual, Purchasing Authority Manual, Public Contract Code, Government Code, California Code of Regulations, management memos, and Water Board policies and procedures are met for all contract awards. Perform analytical functions of contract management, including approving invoices and verifying account balances to ensure Santa Ana Regional Board stay within budget, tracking expenditures, and processing contract amendments. Ensure timely and accurate submittal of required forms and documentation. Prepare periodic contract status reports to management. Maintain files and contract data.</p>
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Marginal Functions (Including percentage of time):

10%	Support the administrative unit and administrative staff during peak workloads, vacations, absences, as required.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit 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 Santa Ana Regional Water Quality Control Board is located at 3737 Main Street, Suite 500, in downtown Riverside. The primary work location is on the 5th floor of a high-rise building in a cubicle. Incumbent will work in a climate-controlled office under artificial lighting. Office temperatures may vary throughout the day. Field work and travel may be required locally and within the state. Field work may be in extreme temperatures, in rural locations, and outside normal business hours. The regular work schedule is Monday through Friday during normal state operational hours with the option to partially telework and to work a schedule of a 9/8/80 may be available, based on operational needs of the Administrative Unit, and supervisory approval.



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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