California Water Boards

DUTY STATEMENT

☐ CURRENT   ☒ PROPOSED

RPA Number: 24-402-028	Classification Title: Associate Governmental Program Analyst	Position Number: 880-402-5393-708
Incumbent Name: Vacant	Working Title: Associate Governmental Program Analyst	Effective Date: November 2024
Tenure: Permanent	Time Base: Full Time	CBID: R01

Division/Office: Division of Drinking Water/Resiliency & Data Branch	Section/Unit: Quality Assurance Section
Supervisor's Name: Karen Nishimoto	Supervisor's Classification: Supervising Water Resource Control Engineer

Human Resources Use Only:
HR Analyst Approval: Alexandra Ruiloba-Olah   **Date:** October 31, 2024

General Statement

Under the direction of a Supervising Water Resource Control Engineer 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) is responsible for providing timely and professional support. The AGPA is required to work independently and in coordination with multiple stakeholders, communicate effectively, manage multiple tasks, and support efficient regulatory oversight.

Essential Functions (Including percentage of time):

35%	Analyze data collected around water shutoff and other related requirements. This includes, but is not limited to, the utilization of tracking resources/databases, policies, and procedures to ensure data quality and consistent implementation of regulatory and statutory requirements which are transparent to internal and external stakeholders. Support the development of appropriate databases for data collected from water systems and data on water system training participation, including integrating existing databases, performing analytics, and providing analytical support to external stakeholders for proper use of various tracking systems.
30%	Contribute to building evidence base for effectiveness of the Division of Drinking Water's interventions related to water shutoff requirements by collecting, managing, monitoring, and evaluating water data. Research existing State law and regulations pertaining to water and public health to identify changes that must be made to improve the drinking water sector. Research best practices in improvements to the Division of Drinking Water. Assist in the development and review of budget change proposals, program change proposals, legislative proposals, legislation analysis, reports, and special projects. Provide analytical and programmatic support to technical staff and management as needed on issues related to water shutoff requirements.
30%	Provide analytical support and recommend outreach and communication strategies for effectively working with diverse populations and communities to provide effective training about water shutoff requirements. Assist in the organization of training and tracking of training drinking water systems in the water shutoff requirements in the health and safety code by providing analytical support, assisting with running the meetings, coordinating meeting logistics, and conducting outreach with internal and external stakeholders to ensure that meeting venues, notifications, and presentation materials are accessible to diverse stakeholders. Attend and represent the Division of Drinking Water at select public meetings and trainings. Collect, organize, and disseminate oral and written public comments regarding Division of Drinking Water actions and/or petitions. Support the dissemination of information by posting information publicly in an accessible format and employing other communication methods that are accessible to diverse stakeholders.

Marginal Functions (Including percentage of time):

5%	Perform other duties as required.

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.

Typical Working Conditions:

The incumbent works on the 17th 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. Mandatory overtime, including evening and weekend work may be necessary when the Division is mission tasked. 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