



Classification: Associate Governmental Program Analyst
 Position Number: 880-230-5393-712

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-230-009	Classification Title: Associate Governmental Program Analyst	Position Number: 880-230-5393-712
Incumbent Name: Vacant	Working Title: Associate Governmental Program Analyst	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: R01
Division/Office: Communications Office		Section/Unit: Office of Public Participation
Supervisor's Name: Rachel Wittenberg		Supervisor's Classification: Staff Services Manager I

Human Resources Use Only:	
HR Analyst Approval: <i>Nina Lopez</i>	Date: 11/15/2024

General Statement

Under the direction of the 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

Support 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 through engagement and outreach, particularly to environmental justice (EJ) communities, disadvantaged communities (DACs), and California Native American tribes. Provide public participation assistance on a variety of water resources issues such as tribal consultation, small water system consolidation, sustainable groundwater management, vapor intrusion, emergency drinking water, site clean-up, and more.

Work with the Safe and Affordable Funding for Equity and Resilience (SAFER) drinking water program and will work to help identify and develop outreach and engagement activities to advance safe drinking water in local communities. Coordinate the SAFER Advisory Group, a high-profile consultative body that provides the State Water Board with constructive advice and feedback on the Safe and Affordable Drinking Water Fund Expenditure Plan and other related policies and analyses. Work with local Technical Assistance providers, community groups and representatives, and other Water Boards' divisions, to develop engagement approaches that help the community understand and evaluate their drinking water solutions options, move forward from historical conflict, build their capacity to engage in water decision-making, establish equitable governance structures, and maintain forward progress on drinking water solutions.

The incumbent needs to be proficient in Microsoft Suite, including Word, Excel, SharePoint, PowerPoint, Teams, and Outlook. This position requires up to 25% statewide travel to perform job-related duties. Travel may include overnight and weekend stays.

Essential Functions (Including percentage of time):

30%	Work with State and Regional Water Boards operational programs to assess public participation needs; develop public participation, outreach, and strategic communication plans; lead public engagement efforts; visit affected communities to provide outreach and explain State and Regional Water Boards activities; coordinate public meetings, workshops, and hearings logistics; facilitate internal and external meetings and workshops in person and online using remote meeting platforms such as Zoom and Microsoft Teams; and develop plain-language information materials such as fact sheets, brochures, meeting notices, presentations, community updates, and handouts that explain technical issues in easy-to-understand language.
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30%	<p>Coordinate with environmental justice organizations, nonprofit organizations, tribal representatives, and disadvantaged community members, leaders, and advocates to build trust, 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, environmental justice, and tribal affairs. Advise management on the 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 Office of Public Participation (OPP)-related meetings, workshops, conferences, and community events.</p> <p>Support development of outreach and engagement materials including but not limited to plain-language presentations, agendas, charts and graphs, fact sheets, brochures, meeting notices, presentations, community updates, handouts that explain technical issues in easy-to-understand language, and other supporting documents; remediate documents to be ADA compliant with relevant laws and regulations; attend community meetings to present information and build relationships with community groups; share opportunities to engage in Water Boards processes via different venues.</p>
20%	<p>Independently and cooperatively work with Water Boards' staff and management to improve Water Boards 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 Water Boards 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 a comprehensive statewide database of EJ organizations, NGOs, local governmental organizations, elected officials, and key stakeholders. 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, DACs, EJ, tribal consultation, and other OPP policies. Send information via the Water Boards email list serves and ensure emails are written in plain language, easy to understand, have a consistent voice, and follow the email list serve best practices and procedures</p>
15%	<p>Develop project summaries and routine reports for documents such as the OPP quarterly and annual report, quarterly Environmental Justice Roundtable reports, annual Racial Equity Action Plan reports, 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. Develop routine reports related to contracts, budgets, and accounting. Assist in developing OPP procedures and policies. Provide meeting and administrative support to OPP Director and senior staff</p>



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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 is assigned to an office 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. Mandatory overtime, including evening and weekend work, may be necessary and will be accounted for via flex time. 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