



Classification: Staff Services Analyst
 Position Number: 880-600-5157-847

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-600-086	Classification Title: Staff Services Analyst	Position Number: 880-600-5157-847
Incumbent Name: Vacant	Working Title: Performance Management Analyst	Effective Date: December 2024
Tenure: Permanent	Time Base: Full Time	CBID: R01
Division/Office: Division of Administrative Services/Human Resources Branch		Section/Unit: Labor Relations Performance Management Unit
Supervisor's Name: Poneh Jones		Supervisor's Classification: Staff Services Manager I

Human Resources Use Only:	
HR Analyst Approval: Katie Hill	Date: 01/23/2025

General Statement	
Under the supervision of the Staff Services Manger 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 Staff Services Analyst will perform work of average difficulty in a wide variety of technical and analytical assignments related to employee performance management. The incumbent provides consultation to supervisors and managers and interprets various laws, rules, and regulations established by governing control agencies.	
Essential Functions (Including percentage of time):	
45%	Drafts, prepares, and coordinates service of employee corrective actions including counseling memorandums, adverse actions, rejections during probation, medical actions, Absent Without Leave (AWOL), etc. Assist with reviewing supporting documentation and consults with managers, supervisors, and legal staff on employee issues and recommends appropriate action. Advises management with appropriate methods of discipline and processes related to



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	the Water Boards' personnel management program.
25%	Assists with investigating allegations of inappropriate employee activities and merit issue complaints; prepares responses and makes recommendations on findings to the Labor Relations Officer and the respective management team.
15%	Assists with developing and conducting on-going Water Boards Statewide Performance Management training to assist managers and supervisors in administering the steps of the progressive discipline process, AWOL, etc.

Marginal Functions (Including percentage of time):

10%	Participates in process improvements related to the Water Boards performance management processes and procedures. Assists in the development and revision of departmental policies and procedures related to performance management; performs special projects.
5%	Performs 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, read, communicate and type on a keyboard for extended periods of time. Ability to lift 10 pounds, bend and reach above shoulders to carry or retrieve files and/or documents.

Typical Working Conditions:

The incumbent works on the 2nd 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 will 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



Classification: Associate Governmental Program Analyst
 Position Number: 880-600-5393-XXX

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-600-086	Classification Title: Associate Governmental Program Analyst	Position Number: 880-600-5393-XXX
Incumbent Name: Vacant	Working Title: Performance Management Analyst	Effective Date: December 2024
Tenure: Permanent	Time Base: Full Time	CBID: R01
Division/Office: Division of Administrative Services/Human Resources Branch		Section/Unit: Labor Relations Performance Management Unit
Supervisor's Name: Poneh Jones		Supervisor's Classification: Staff Services Manager I

Human Resources Use Only:	
HR Analyst Approval: Katie Hill	Date: 01/23/2025

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.	
Position Description	
The Associate Governmental Program Analyst will independently perform the more responsible, varied, complex technical and analytical assignments related to employee performance management. The incumbent provides in-depth consultation to supervisors and managers and interprets various laws, rules, and regulations established by governing control agencies.	
Essential Functions (Including percentage of time):	
45%	Drafts, prepares, and coordinates service of employee corrective actions including counseling memorandums, adverse actions, rejections during probation, medical actions, Absent Without Leave (AWOL), etc. Reviews supporting documentation and consults with managers, supervisors, and legal staff on employee issues and recommends appropriate action. Advises management with appropriate methods of discipline and processes related to the Water Boards' personnel management program.



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 Position Number: 880-600-5393-XXX

25%	Investigates allegations of inappropriate employee activities and merit issue complaints; prepares responses and makes recommendations on findings to the Labor Relations Officer and the respective management team.
15%	Independently develops and conducts on-going Water Boards Statewide Performance Management training to assist managers and supervisors in administering the steps of the progressive discipline process, AWOL, etc.

Marginal Functions (Including percentage of time):

10%	Participates in process improvements related to the Water Boards performance management processes and procedures. Assists in the development and revision of departmental policies and procedures related to performance management; performs special projects.
5%	Performs 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, read, communicate and type on a keyboard for extended periods of time. Ability to lift 10 pounds, bend and reach above shoulders to carry or retrieve files and/or documents.

Typical Working Conditions:

The incumbent works on the 2nd 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 will 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