

# DUTY STATEMENT

<b>ORGANIZATION (DIVISION/REGION/BOARD)</b> Office of Research, Planning & Performance	<b>UNIT</b> Training	<b>POSITION #</b> 880-240-5393-005	<b>DATE</b> October 2019
<b>NAME OF EMPLOYEE (IF APPLICABLE)</b> VACANT			
<b>CURRENT CLASSIFICATION</b> Associate Governmental Program Analyst		<b>PROPOSED CLASSIFICATION (IF APPLICABLE)</b>	
<b>NAME OF SUPERVISOR</b> JAMI FERGUSON			
<b>CURRENT CLASSIFICATION OF SUPERVISOR</b> Staff Services Manager I		<b>REVIEWED AND APPROVED BY SIGNATURE</b>	
<b>SUPERVISION EXERCISED (IF APPLICABLE)</b>			
<b>1. DIRECTLY SUPERVISED</b>		<b>2. INDIRECTLY SUPERVISED</b>	
<b>NO. OF EMPLOYEES</b>	<b>CLASS TITLE</b>	<b>NO. OF EMPLOYEES</b>	<b>CLASS TITLE</b>
<b>DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.</b>			
<b>% OF TIME</b>			
	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 performs a wide range of consultative, analytical, and administrative staff services assignments such as planning and evaluation; summary analysis and recommendations, operations and logistics coordination. 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. Specific responsibilities include:		
35%	Act as team leader to coordinate the efforts of representatives of our nine Regional Water Quality Control Boards and all State Board Divisions and Offices for curriculum development and event logistics. Plan, organize and perform administrative and logistic activities related to Academy training class and event delivery including scheduling, announcement, venue procurement, marketing, registration, materials preparation, instructor support, equipment management, and performance tracking.		
30%	Act as an administrator for Academy online registration system. Provide customer service and user support to new and existing Water Board Employees accessing system. Work with various Training Liaisons, which are housed in each Regional Water Board and State Water Board Division and Office, to ensure access to upcoming Academy courses. Prepare attendance reports and track compliance for mandatory training.		
25%	Assist with overall Academy program evaluation and planning activities. Analyzes program resources and responsibilities and consults management with status reports and recommendations. Track compliance with Water Boards policies and provides policy analysis and recommendations as necessary. Review analytical studies and surveys related to the educational needs of Water Boards employees. Develop recommendations on a broad range of administrative, technical, and regulatory educational programs.		

5%

Represent the Water Boards and the Academy at vendor meetings and interagency training committees and workgroups.

5%

Perform other assigned duties as required.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_