

# DUTY STATEMENT

<b>ORGANIZATION (DIVISION/REGION/BOARD)</b> Office of Legislative Affairs	<b>UNIT</b> Office of Legislative Affairs	<b>POSITION #</b> 880-230-5393-006 880-230-5393-706	<b>DATE</b> October 2021
<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> Asha Kreiling			
<b>CURRENT CLASSIFICATION OF SUPERVISOR</b> Staff Services Manager I (Supervisor)		<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>	<b>DUTIES</b>		
	<p>The Water Boards values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission 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, and to ensure proper water resource allocation and efficient use, for the benefit of present and future generations. Join the Water Boards to improve the lives of all Californians.</p>		
40%	<p>Under the direction of the Director, Office of Legislative Affairs and 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. Specific responsibilities include:</p> <p>Independently researches, evaluates, and analyzes legislation that impacts the Water Boards. Monitors federal and state legislation on specified issues affecting the Water Boards' programs, reviewing all bills introduced and amended in the California State Legislature to identify bills that may directly or indirectly affect the Boards, working with Water Boards' program, legal, and budget staff to identify the programmatic and fiscal impacts of the legislation, legislative history, and relevant program background information (frequently at the employee's own initiative), and preparing high quality bill analyses and enrolled bill reports consistent with directions from the California Environmental Protection Agency and the Governor's Office. Makes recommendations to the Legislative Director and Assistant Legislative Director regarding potential positions and amendments to legislation. Prepares testimony for the Director at legislative hearings.</p>		
35%	<p>Independently and cooperatively works with program staff, legal staff, and senior management on the formulation of the Water Boards' legislative concepts and proposals, and helping to successfully work those proposals through CalEPA, the</p>		

	Governor's Office, and Legislature. Works with the Director and stakeholders on amendments and resolution of issues.
20%	Prepares written responses for Board members and Executive staff to legislative inquiries and responds to telephone inquiries from legislative staff about Board activities and authority. Represents the Board in a courteous and helpful manner when dealing with staff from the Legislature and other departments. Monitor legislative hearings on issues, which could affect assigned bills.
5%	Performs other assigned duties as assigned.
Employee Signature: _____ Date Signed: _____	

Revised 03/29/21