

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Water Rights	UNIT Registrations	POSITION # 880-300-5393- 712/719	DATE 1/12/2022
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Associate Governmental Program Analyst (AGPA)		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Philip Dutton			
CURRENT CLASSIFICATION OF SUPERVISOR Senior Water Resources Control Engineer		REVIEWED AND APPROVED BY SIGNATURE	
SUPERVISION EXERCISED (IF APPLICABLE)			
1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
N/A	N/A	N/A	N/A
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.			
% OF TIME	DUTIES		
	Under the direction of a Senior Water Resources 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. Specific responsibilities include:		
40%	Analyze water right registration forms for completeness; Evaluate deficiencies or other issues impacting the registration filing; Review and analyze supporting material to determine whether registrations meet program criteria; Conduct related research; Develop, manage, and maintain water right registration program forms, databases and procedures; Issue registration certificates and renewal orders.		
25%	Maintain water right registration program data and procedures. Formulate, maintain, implement, and refine policies, procedures, databases, and other electronic tools to improve the efficiency and effectiveness of the water right registration program and other related programs; Maintain and report on performance metrics and create data visualizations.		
20%	Represent the water right registration programs and provide status updates and direction to internal and external stakeholders and partner agencies by participating in meetings and workgroups; Solicit input and feedback to improve the program. Coordinate with right holders, agents, consultants, other State Water Board staff, and partner agencies as necessary to ensure agreement with Board policy.		
10%	Perform policy and legislative analysis for proposals that may affect the registration programs; Prepare programmatic budget analysis and develop fee schedule proposals.		
5%	Perform other required duties as required.		

Employee Signature: _____ Date Signed: _____