

# DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Water Resources Control Board	UNIT Executive	POSITION # 880-210-5393-719	DATE TBD
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NAME OF EMPLOYEE (IF APPLICABLE)  
Vacant

CURRENT CLASSIFICATION Associate Governmental Program Analyst	PROPOSED CLASSIFICATION (IF APPLICABLE)
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NAME OF SUPERVISOR  
Eric Oppenheimer

CURRENT CLASSIFICATION OF SUPERVISOR Chief Deputy Director	REVIEWED AND APPROVED BY SIGNATURE
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SUPERVISION EXERCISED (IF APPLICABLE)

1. DIRECTLY SUPERVISED	2. INDIRECTLY SUPERVISED
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NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE

**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
40%	<p>Under the direction of the Chief Deputy Director 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: high-level administrative assistance while performing a variety of difficult and complex functions requiring initiative, discretion, sound independent judgment, independent action and originality, extensive knowledge of principles and methods of public and business administration; ability to communicate effectively; ability to perform a wide scope of tasks including analytical assignments, procedure evaluations and planning/research related to board administrative functions.</p> <p>Relieves the Board Member of assigned administrative activities. Independently initiates and completes analysis of assignments without detailed instructions, and researches and obtains facts for developing recommendations or use in decision-making. Reviews, processes and maintains sensitive, confidential and administrative documents. Properly maintains the appropriate level of confidentiality for such documents and discretely files as appropriate. Designs, develops, and implements a confidential filing system to ensure that there is no penetration of confidential material.</p> <p>Independently reviews and analyzes Board policies and procedures and makes recommendations to the Board Member involving broad areas of policy formulation and/or complex administrative action. Consults with and interprets matters of policy to the operating divisions. Studies and evaluates the activities of the departmental programs to determine conformance with administrative policy and develops criteria for evaluating the effectiveness of departmental programs.</p> <p>Prepares and develops reports, presentations, memoranda, and letters that propose solutions to problems and includes an analysis of the proposal's impact. Subsequently, the incumbent may be delegated responsibility for effecting such recommendations. Consults with other agencies, groups, and individuals regarding Board activities. Studies proposed legislation and advises the Board Member regarding possible impact on departmental programs. Confers with other staff members regarding the need for</p>

	<p>policies, programmatic initiatives, and legislation and report such needs to the Board Members.</p> <p>Coordinates the management of the confidential daily schedule of the Board Members. Schedules and follows up in daily long-term deadlines. Obtains and summarizes any back-up information/materials and other pertinent details provided. Gathers accurate and precise information when scheduling meetings. Arranges involved and precise travel arrangements for both in and out of state. Prepares itineraries and travel claims for the designated trips.</p>
30%	<p>Responds independently to the more complex and sensitive telephone and written inquiries from the Governor's Office, CalEPA, state officials and legislators, local elected officials, industry representatives and the general public. In some cases, coordinates, reviews, identifies, and develops the response to inquiry for the Board Member's signature. Response to inquiry may contain; recommendations, a commitment to investigate, or existing program information.</p>
25%	<p>Analyzes and reviews incoming correspondence received in the Executive Office. Distributes and/or assists as appropriate for response using database for tracking. Reviews correspondence from a Division/Office, when prepared for the Board Member's signature, for accuracy and conformity with CalEPA recommendations, Governor's Office requirements and State Water Board policy. Tracks critical time deadlines and generates database reports and correspondence prepared for the Governor, CalEPA, State Water Board and the Executive Office signatures.</p>
25%	<p>Organizes and arranges travel for State Water Board members.</p> <p>Assists division/office directors on administrative problems and procedures and provides analytical support. Conducts special studies and investigates and prepares administrative reports. Assists in the implementation of new administrative programs and procedures.</p>
5%	<p>Organizes various conferences, meetings, and working groups by preparing presentations, agendas, charts and graphs, and other supporting documents. Serves as the Water Boards liaisons at some of these meetings to ensure outcomes are made with the proper input of the organization.</p>
5%	<p>Other duties as required.</p>
	<p>Employee Signature: _____ Date Signed: _____</p>