

# DUTY STATEMENT

<b>ORGANIZATION (DIVISION/REGION/BOARD)</b> North Coast Regional Water Quality Control Board	<b>UNIT</b> Administrative Unit	<b>POSITION #</b> 880-110-5393-XXX	<b>DATE</b> October 17, 2022
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**NAME OF EMPLOYEE (IF APPLICABLE)**

<b>CURRENT CLASSIFICATION</b> Office Assistant (Typing)	<b>PROPOSED CLASSIFICATION (IF APPLICABLE)</b> Associate Governmental Program Analyst
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**NAME OF SUPERVISOR**  
Edith Viera

<b>CURRENT CLASSIFICATION OF SUPERVISOR</b> Staff Services Manager I	<b>REVIEWED AND APPROVED BY SIGNATURE</b>
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**SUPERVISION EXERCISED (IF APPLICABLE)**

1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
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
	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. Specific responsibilities include:
20%	Analyze technical and administrative processes and procedures to develop written program specific and office-wide business rules to facilitate strategic planning efforts. Provide recommendations and collaborate with management staff to eliminate impediments and increase efficiency. Develop flowcharts and process timelines using Microsoft VISIO software. Manage and update business rules and flowcharts to remain current with industry standards.
20%	Utilizing Americans with Disabilities Act (ADA) accessibility remediation software (CommonLook PDF), develop and update ADA compliant templates and style-sets for organization-wide use. Develop protocols and procedures for implementation of accessibility standards. Serve as the North Coast Regional Water Quality Control Board's remediation expert. Train staff in the utilization of the software to analyze and repair complex documents. Perform high level accessibility checks to ensure office-wide documents are ADA compliant prior to dissemination and remediate historical documents prior to posting. Collaborate with technical staff to revise documents to meet current ADA compliance guidelines.
20%	Serve as the regional records management expert. Lead the Records Assessment and Reduction project team to identify, assess, and prioritize archiving, digitizing, or purging documents according to the Records Retention Schedule (RRS). Coordinate with and provide training to technical and administrative staff to prepare files for retention per the RRS guidelines. Collaborate with technical staff to locate, retrieve, and duplicate files for Public Records Act (PRA) document review requests.

10%	Review and analyze proposed legislation summaries received from the Office of Legislative Affairs and advise regional leadership on the impact or potential impact of the legislation. Coordinate with program leads and staff to craft responses to requests from the Office of Legislative Affairs. Track and report on the status and progress of legislative affairs within the region.
10%	Assist the Accounts Payable Coordinator to reconcile, code, and submit invoices and procurement documentation for payment to the State Board Accounting Office. Research and resolve invoice disputes with vendors. Prepare and submit invoice dispute forms, waivers, and Stock Received Reports (STD 128). Assist with inventory management and control. Assist the California Integrated Water Quality System (CIWQS) Coordinator. Input application fee payments into CIWQS. Perform quality assurance and quality control processes. Analyze and update the data within the system. Retrieve and reconcile Party and Place records to various data reports.
10%	Coordinate compiling the components of the annual report for the 5-Year Nonpoint Source Workplan. Review and edit individual sections to produce a concise document. Review the region's webpage and recommend revisions and updates. Manage and track the California Environmental Quality Act (CEQA) document reviews. Analyze CEQA documents to identify high risk or critical projects for review. Send out weekly tracking information to all staff.
5%	Provide front office assistance to open and close the office, respond to inquiries from the public in person and via phone, coordinate conventional and electronic mailing processes, and troubleshoot office equipment issues. Scan and forward application fee checks and supporting documents to the Fee Coordinator. Prepare application fee checks for deposit and make the bank deposits. Process conventional and electronic mail, including mail received via the North Coast Regional Water Board mailbox. Scan, index, and upload into the Electronic Content Management system (ECM) incoming mail as applicable.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	