

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) North Coast Regional Water Quality Control Board	UNIT Administrative Unit	POSITION # 880-110-5157-XXX	DATE October 2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Staff Services Analyst (General)		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Edith Viera			
CURRENT CLASSIFICATION OF SUPERVISOR Staff Services Manager I		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
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 supervision 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:		
25%	Utilizing Americans with Disabilities Act (ADA) accessibility remediation software with advanced level access will perform accessibility checks to ensure office-wide documents are ADA compliant prior to dissemination. Analyze and revise documents to meet current ADA compliance guidelines. Collaborate with technical staff to make the necessary ADA accessibility revisions. Direct and conduct special projects and the preparation of the corresponding reports. Utilizing Microsoft Office software suite, format agenda items and assemble Board Agenda packets for distribution. Maintain and update the applicable portions of the regional Agenda Tracking Excel Spreadsheet.		
25%	Serve on the region's 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 technical 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. Facilitate the public, government agencies, and Regional Board staff to coordinate and schedule file reviews. Monitor public reviews and file duplication processes.		
15%	Collaborate with the California Integrated Water Quality System (CIWQS) Coordinator and perform critical tasks related to the system administration. Perform quality assurance and quality control process audits. Evaluate applications and input fee payments and application information into CIWQS. Analyze and revise the system data received from other sources. Retrieve, analyze, and reconcile Party and Place records to various data reports.		

15%	Support, advise, and serve as a resource to all staff regarding administrative functions and processes. Research policies and procedures and make recommendations for improvements and alternatives. Partner with technical staff to compile and analyze tracking data and prepare related reports and documents. Collaborate with the Fleet Coordinator to retrieve and analyze fleet usage data. Assemble documentation for the submission of the monthly vehicle maintenance log and tracking documents.
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. Serve as a Petty Cash Custodian. Audit and process requests for reimbursement of miscellaneous items, prepare Petty Cash Reimbursement Form for Staff Services Manager I approval, request replenishment of Petty Cash funds, and perform fiscal year-end review and reconciliation.
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: _____	