

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Office of Enforcement	UNIT Special Investigations	POSITION # 880-260-5157-702	DATE 10/14/2022
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Staff Services Analyst		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Tomas Eggers			
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
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 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. The incumbent is required to work in-office at least two days per week. Specific responsibilities include:		
15%	Act as Accessibility Liaison for Office of Enforcement (OE) staff: review, analyze, and remediate new and existing publicly-available electronic documents to accommodate Americans with Disabilities Act (ADA) standards, use CommonLook PDF software to ensure consistency and compliance; act as point-of-contact for guidance/resources related to ADA accessibility; update and maintain OE webpages and uploads. Gather, tabulate, and analyze accessibility compliance data to ensure OE follows applicable statutes. Document, recommend, and develop accessibility-related processes and procedures. Maintain accessibility process and procedure documents, in accordance with approved maintenance schedule. Implement approved changes to OE accessibility processes and procedures.		
15%	Act as Training Liaison for Special Investigations Unit (SIU) and Cannabis Enforcement Unit (CEU) staff. Review and process training requests; act as point-of-contact for training issues/questions. Develop and analyze performance tracking metrics and milestones for completed trainings. Organize the planning, analyzing, coordination, and implementation of statewide enforcement trainings and potential recommendations to meet goals and milestones. This includes the biannual Statewide Enforcement Training, ongoing storm water trainings in coordination with other Water Board divisions and offices, and routine enforcement-related round table meetings.		
15%	Collaborate with team members or other office staff on special projects. Produce and manage tracking spreadsheets for various caseload tracking, performance metrics, and		

	other analysis/research assignments, as appropriate. Organize and produce reports for distribution summarizing analysis, progress, or potential program alternatives.
15%	Assist with procurement and contracting tasks for SIU and CEU staff. Research items requested by Cannabis/SIU; submit requisitions for approval; track requests in procurement log; communicate with Procurement/Fleet/Payments units and Contracting units to resolve issues and complete requests; reconcile shipments and submit appropriate documents/invoices to process payment and close requisitions.
15%	Provide administrative support for OE staff. Compile, review and finalize correspondence, format memos, reports, State forms and spreadsheets for internal and external customers; transmit and store documents; schedule interviews and prepare materials for Special Investigations Unit interview panels; prepare 60 Day Notices (of Intent to File Suit) for attorney review; track/upload notices to FTP server for interested parties; process incoming and outgoing mail; answer telephone calls and emails from the public; provide information to the public and/or direct inquiries to the appropriate OE staff.
10%	Act as Travel Liaison for SIU and CEU staff. Process in- and out-of-state travel logistics; collect, process, and track Travel Expense Claims
10%	Develop internal on-boarding materials and standard operating procedures to ensure consistent and high-quality deliverables and communications.
5%	Perform other duties as required.
	Employee Signature: _____ Date Signed: _____