

DUTY STATEMENT

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| ORGANIZATION (DIVISION/REGION/BOARD) Division of Drinking Water | UNIT Regulatory Development | POSITION # 880-402-5393-704/705 | DATE 03/2023 |
| NAME OF EMPLOYEE (IF APPLICABLE) VACANT | | | |
| CURRENT CLASSIFICATION Associate Governmental Program Analyst | | PROPOSED CLASSIFICATION (IF APPLICABLE) | |
| NAME OF SUPERVISOR Melissa Hall | | | |
| CURRENT CLASSIFICATION OF SUPERVISOR Senior Water Resource 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 |
| 0 | | 0 | |
| 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 | | |
| | <p>Under the direction of the Senior Water Resource Control Engineer (Supervisor) and consistent with good customer service practices and the goals of the State Water Resources and Regional Water Quality Control Boards' (SWRCB and RWQCB) Strategic Plan, the incumbent is expected to be courteous and professional, to provide timely responses to internal/external customers, to follow through on commitments, to solicit and consider internal/external customer input when completing work assignments, and to work independently and in coordination with the Supervisor and other SWRCB staff.</p> <p>This Associate Governmental Program Analyst (AGPA) position supports the SWRCB's mission by providing high-level analytical and programmatic support to the Regulatory Development Unit, increasing the Division of Drinking Water's (DDW) capacity to complete public health research and regulation development. The AGPA develops, reviews, and analyzes proposed regulations to ensure compliance with the California Administrative Procedure Act (APA). The AGPA performs varied, responsible, difficult, and complex non-engineering analytical duties in regulation development. The AGPA prepares written reports and collects, compiles, analyzes, and summarizes data to support public health risk assessments, fiscal and environmental impact analyses, and other analyses to support regulation and policy prioritization and development. The incumbent plans, implements, evaluates, and monitors a variety of DDW special projects, and conducts and reviews analytical studies and surveys and makes recommendations on a broad spectrum of administrative and regulatory matters.</p> <p>This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) with the public and/or other staff; develop and maintain knowledge and skill related to specific tasks, materials, methodologies, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to SWRCB and DDW policies and procedures regarding conduct, attendance, and leave. The incumbent is expected to maintain the confidentiality of documents and topics pertaining to sensitive program matters at all times. Specific responsibilities include:</p> <p>Coordinate and assist DDW staff in the development of policies and regulations for drinking water and recycled water. Analyze statutory authority for proposed regulatory</p> | | |
| 45% | | | |

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| | <p>requirements. Guide staff to timely compliance with applicable statutes, regulations, and SWRCB and DDW procedures. Identify and obtain necessary stakeholder input. Coordinate regulation development workgroups; assist DDW staff in translating concepts into formal regulations. Coordinate, facilitate, travel to, present at, and provide support at staff trainings, workshops, and hearings. Collaborate with stakeholders to develop resolutions to difficult regulation challenges. Organize and determine the manner and scope of responses to oral and written comments submitted regarding proposed regulations; develop written responses. Independently, accurately, and timely review, analyze, and prepare edits to complex and sensitive DDW staff rulemaking work products for conformance with applicable statutes and regulations; develop strategies to identify, and propose and implement solutions to, problem areas for rulemaking components. Prepare instructive, clear, and diplomatic correspondence to DDW and legal staff to achieve needed changes. Prepare and orally present information regarding proposed regulations for public comment and SWRCB consideration. Develop, maintain, and transport physical and electronic copies of rulemaking records. Apply programmatic knowledge and expertise to prepare packages for review by legal counsel and approval by Supervisor and SWRCB management. Prepare written materials necessary for SWRCB consideration and promulgation of regulatory documents. Review and reconcile state regulations with federal regulations for Safe Drinking Water Act primacy applications using U.S. EPA provided templates. Coordinate with DDW and legal staff to collect and prepare documents summarizing internal DDW recordkeeping and other procedures to ensure compliance with federal special primacy provisions. Review, analyze, and prepare written summaries and comments regarding programmatic and fiscal impacts of legislative and regulatory proposals and analyze alternatives. Research and prepare responses to complex inquiries from management and others on legislative regulatory matters.</p> |
| 20% | <p>Collect, analyze, and review cost and other data. Coordinate and manage data and information requests and queries, research, publications, and correspondence. Develop, administer, and analyze responses to surveys to obtain data needed for Water Resource Control Engineer, Associate Sanitary Engineer, Research Scientist, and Supervisor consideration in regulation development. Conduct outreach to subject matter experts and stakeholders. Analyze and summarize relevant information and data. Make recommendations based on findings. Research, organize, and review cost records, indices, and models to support regulatory cost impact estimates. Analyze and prepare written summaries of fiscal and economic impacts, public health and environmental impacts, feasibility, and sociodemographic data relative to proposed regulations. Manage grants and contracts. Conduct research to identify and evaluate grant prospects. Facilitate research, development, review, writing, and editing of grant applications for accuracy, completeness, and clarity. Collaborate with management in developing proposals. Develop, submit, and manage grant proposals from DDW staff concepts. Coordinate grant agreements with grantors, including special terms or conditions. Submit timely and accurate grant project reports. Assist DDW staff in developing and managing complex contracts with highly developed scopes.</p> |
| 15% | <p>Coordinate and assist with special projects, including communications and logistics. Assist with preparation of major periodic programmatic plans and reviews, including the 5-year Safe Drinking Water Plan and maximum contaminant level reviews. Maintain tracking systems for regulations development and other projects. Analyze work and completion times for rulemaking tasks and other projects. Develop project workplans,</p> |

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| <p>10%</p> | <p>deliverable timelines, implementation schedules, flowcharts, and other documents. Establish and maintain project priorities. Prepare, maintain, and use procedure documents, including manuals, reference guides, and presentations. Develop, maintain, and use templates for routine documents and communications. Coordinate rulemaking development processes with DDW and other staff. Coordinate and track reviews and approvals of regulatory documents with SWRCB staff, California Environmental Protection Agency (Cal/EPA), and Department of Finance.</p> <p>Analyze and interpret complex and sensitive information to prepare communications to varied stakeholders on a wide range of subjects requiring programmatic and administrative knowledge. Prepare, edit, and format documents and presentations on a broad range of administrative and program-related proposals and alternatives. Present analyses and recommendations to project leads and management. Coordinate with DDW, public participation, reprographics, and other staff to develop effective visual displays of complex and diverse data sets to support communication with varied stakeholders via web postings, presentations, and other documents, using varied software (e.g., Tableau, Microsoft Excel). Manage posting of information on DDW's regulatory internet web pages, including designing and preparing web page updates. Maintain and update regulatory activity web content. Prepare listserve announcements. Create and maintain rulemaking intranet and SharePoint pages. Provide timely and accurate responses to questions on Regulatory Development Unit activities. Perform and coordinate rulemaking records requests. Develop and maintain communication records.</p> |
| <p>5%</p> | <p>Respond to and route complaints received through the Cal/EPA complaint system to appropriate parties within the SWRCB and RWQCBs. Close out resolved complaints. Provide seasonal support and back-up for residential Water Treatment Devices (WTD) program administration. Use program database to prepare specific WTD information reports. Review and evaluate applications for registration of residential WTD. Keep accurate records of all devices submitted for registration. Maintain accurate and up-to-date internet web posting of registered devices. Respond to questions and complaints regarding WTD and take appropriate action using provided templates. Identify and communicate database needs and issues.</p> |
| <p>5%</p> | <p>Perform other duties as required.</p> |
| <p>Employee Signature: _____ Date Signed: _____</p> | |