

## DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Water Rights	UNIT Bay Delta Section 2	POSITION # 880-300-5393-723	DATE June 15, 2023
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Associate Governmental Program Analyst		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Matthew Holland			
CURRENT CLASSIFICATION OF SUPERVISOR Environmental Program Manager I (Managerial)		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 direction of an Environmental Program 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. Also, apply independent judgment, creative and logical reasoning, and take a proactive approach to resolve a broad range of complex administrative, governmental, and program-related issues while providing analytical and project management support for various Bay-Delta Branch projects and activities.		
	Specific responsibilities include:		
40%	Act as a contract manager to coordinate work with internal and external parties including Division staff and management, consultants, Clerk of the Board, and Division of Administrative Services; develop scopes of work, procurement requests, cost estimates, and budgets to facilitate contract execution in accordance with state and agency contracting standards and rules; prepare and submit presentations, briefings, and resolutions for Board consideration; monitor contract progress, deliverables, schedules, and budgets; review and approve invoicing; and flag any potential conflicts or issues to project management.		
30%	Assist with or lead administrative record keeping efforts including. conduct regular review of the Administrative Procedures Act, The State Records Management Act, the California Environmental Quality Act, Title 23 of the California Code of Regulations, and the California Rules of Court to develop and to ensure conformance of administrative records; work with consultants, Division staff and management, and the Office of Chief Counsel to develop, recommend, to implement internal business rules and procedures for the development, completion, and submittal of administrative records; assist with or lead the monitoring, formatting, cataloging, and retrieving of relevant evidence for		

	inclusion in administrative records; and assist with other file and record management related Division efforts.
15%	Provide support for Bay-Delta related projects including respond to research requests from Division management, Board members, and the Office of Chief Counsel; coordinate logistics with stakeholders, members of the public, court reporters, audio-visual teams, and other parties as needed for workshops and hearings; provide reports, summaries, and solutions to project related issues.
10%	Provide additional analytical and project management support not described above including analyze existing conditions and make recommendations on staffing, production and organization standards, use of technology or equipment, and internal business rules or processes; train staff and monitor unit work products as it aligns with Division processes and guidelines in place for various projects or hearings; and
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	