



**Classification:** Associate Governmental Program Analyst  
**Position Number:** 880-230-5393-703

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 23-230-053	<b>Classification Title:</b> Associate Governmental Program Analyst	<b>Position Number:</b> 880-230-5393-703
<b>Incumbent Name:</b> VACANT	<b>Working Title:</b> Legislative Analyst	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-time	<b>CBID:</b> R01
<b>Division/Office:</b> Office of Legislative Affairs		<b>Section/Unit:</b> Legislative Affairs
<b>Supervisor's Name:</b> Courtney Hoyt		<b>Supervisor's Classification:</b> Staff Services Manager I

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

<p><b>General Statement</b></p> <p>Under the direction of the Staff Services Manager I, Assistant Legislative Director, 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.</p>
<p><b>Position Description</b></p> <p>The Associate Governmental Program Analyst (AGPA) is responsible for providing timely and professional assistance to the public and staff within the State Water Board, by phone, e-mail, mail, and in person. The AGPA is required to work independently, communicate effectively, manage multiple tasks, and become proficient in analytical duties. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.</p>



**Classification:** Associate Governmental Program Analyst  
**Position Number:** 880-230-5393-703

<b>Essential Functions (Including percentage of time):</b>	
40%	Independently research, evaluate, and analyze legislation that impacts the Water Boards. Monitor federal and state legislation on specified issues affecting the Water Boards' programs, reviewing all bills introduced and amended in the California State Legislature to identify bills that may directly or indirectly affect the Boards, working with Water Boards' program, legal, and budget staff to identify the programmatic and fiscal impacts of the legislation, legislative history, and relevant program background information (frequently at the employee's own initiative), and preparing high quality bill analyses and enrolled bill reports consistent with directions from the California Environmental Protection Agency and the Governor's Office. Make recommendations to the Legislative Director and Assistant Legislative Director regarding potential positions and amendments to legislation. Prepare testimony for the Director at legislative hearings.
35%	Independently and cooperatively work with program staff, legal staff, and senior management on the formulation of the Water Boards' legislative concepts and proposals, and helping to successfully work those proposals through CalEPA, the Governor's Office, and Legislature. Work with the Director and stakeholders on amendments and resolution of issues.
20%	Prepare written responses for Board members and Executive staff to legislative inquiries and respond to telephone inquiries from legislative staff about Board activities and authority. Represent the Board in a courteous and helpful manner when dealing with staff from the Legislature and other departments. Monitor legislative hearings on issues, which could affect assigned bills.
<b>Marginal Functions (Including percentage of time):</b>	
5%	Perform other duties as required.
<b>Typical Physical Conditions/Demands:</b>	
The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.	
<b>Typical Working Conditions:</b>	
The incumbent works on the 24th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.	



**Classification:** Associate Governmental Program Analyst  
**Position Number:** 880-230-5393-703

<b>Supervisor Statement</b>		
I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date
Courtney Hoyt		
Employee Name	Employee Signature	Date