



Classification: Associate Governmental Program Analyst
 Position Number: 880-550-5393-801

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-550-222	Classification Title: Associate Governmental Program Analyst	Position Number: 880-550-5393-801
Incumbent Name: Vacant	Working Title: Associate Governmental Program Analyst	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: R01
Division/Office: Division of Financial Assistance		Section/Unit: Operator Certification Section
Supervisor's Name: Vacant		Supervisor's Classification: Staff Services Manager I

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement	
Under the direction of a 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.	
Position Description	
The Associate Governmental Program Analyst independently performs more complex analytical tasks in a fast-paced, production, and cooperative environment.	
Essential Functions (Including percentage of time):	
45%	Independently analyzes, evaluates, and processes certification, reinstatement, contract operator, and lone operator request applications for compliance with established operator certification regulations. Reviews, analyzes, and provides the final determination of the Wastewater Treatment Plant classification applications. Coordinates and responds with state and regional offices, local agencies, and treatment plants, with verbal and written inquiries regarding classification of treatment plants, and answers regulatory compliance inquiries. Researches, analyzes, and tracks Chief Plant Operator regulatory treatment plant compliance.



Classification: Associate Governmental Program Analyst
 Position Number: 880-550-5393-801

15%	Independently analyzes, evaluates, and processes examination, examination waiver (reciprocity), and renewal applications for compliance with established operator certification regulations. Answers inquiries from certified operators, utility management, educational institutions, and other water industry entities regarding requirements. Consults with state and regional offices, and local agencies to resolve any application issues. Coordinates with support staff to prepare and issue certificates.
-----	--

Marginal Functions (Including percentage of time):

10%	Independently responsible for coordinating administration functions of examinations, which includes any special accommodations for Americans with Disabilities Act (ADA) for computer-based testing (CBT), incarceration requests, inputting examination scores in the operator database, and pre-registering examination candidates into the examination database.
10%	Develops statistical analysis reports that will be used to report and compare revenue with expenditures. This information is provided on an annual basis to the Advisory Committee for review. Coordinates and prepares reports to DFA management of examination, certification, and renewal statistics. Maintains a database by coordinating with information technology staff on maintaining and updating operator records for the entire program.
10%	Serves as a liaison for the program's State Water Board appointed Advisory Committee Members. Presents program information at industry seminars/symposiums. Updates webpage information. Makes recommendations for design, implementation, and maintenance of the webpage. Assists in maintaining ongoing outreach efforts by contributing to the semiannual newsletter. Consults with legal staff to update the program's regulations. Participates in special projects. Manage and maintain the files located in the file room, which includes operator files (active & inactive) and treatment plant files (public & privately-owned, contract operator and plant classification files).
5%	Create and maintain procedure manuals detailing activities, workflow processes and regulatory timeframes. Analyze and work with staff and the SSM I to prepare completed staff work necessary to prepare reports, meeting agendas, talking points, Advisory Committee information for stakeholders and other water industry interested parties. Organize and develop informational presentations for conferences and update public outreach materials.
5%	Perform other duties assigned not described above, but within the range of knowledge and abilities expected of an Associate Governmental Program Analyst.

Typical Physical Conditions/Demands:

The job requires extensive use of a computer and the ability to sit/stand at a 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, work in inclement weather and travel in a vehicle or other mode of transportation for up to ten hours. Occasionally, navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 20 pounds, standing/sitting for long periods of time, etc.

Typical Working Conditions:



Classification: Associate Governmental Program Analyst
 Position Number: 880-550-5393-801

The incumbent works in a high-rise office building. The work schedule is Monday through Friday. Telework and hybrid workspace options may be available based on operational needs. Travel may be required.

Supervisor Statement		
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
Employee Name	Employee Signature	Date