



Classification: Associate Governmental Program Analyst  
Position Number: 880-130-5393-702

## DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

<b>RPA Number:</b> 24-130-102	<b>Classification Title:</b> Associate Governmental Program Analyst	<b>Position Number:</b> 880-130-5393-702
<b>Incumbent Name:</b> VACANT	<b>Working Title:</b>	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-time	<b>CBID:</b> R01
<b>Division/Office:</b> Central Coast Water Quality Control Board		<b>Section/Unit:</b> Administration Unit
<b>Supervisor's Name:</b> Sarah Hewawitharana		<b>Supervisor's Classification:</b> Staff Services Manager I

### Human Resources Use Only:

**HR Analyst Approval:** *Nina Lopez* **Date:** 05/15/2025

### General Statement

Under the direction of 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 (AGPA) provides expertise to the Central Coast Water Board's employees in database maintenance, web posting, document accessibility (Adobe Commonlook PDF), fee/invoice coordination, audio/visual meeting support, data and records integrity and reporting. The incumbent is expected to work independently, communicate effectively, manage multiple tasks and be proficient in the daily utilization of office equipment, the Microsoft Office Suite and learning database maintenance and management. The incumbent must possess a valid driver's license and be able to operate motorized vehicles.

**Essential Functions (Including percentage of time):**

30%	Manage and coordinate input and export from various Central Coast Water Board (CCWB) databases and other office-wide used Microsoft software tools such as California Integrated Water Quality System (CIWQS), Stormwater Multiple Application and Report Tracking System (SMARTS), GeoTracker (GT), and SharePoint. Demonstrate a high level of data input accuracy and ability to work independently. Regularly attend CCWB data management system coordinator meetings and coordinate internally and externally to provide ongoing recommendations for system improvements. Monitor CCWB meeting agendas and minutes for adopted orders and enter adopted orders into CIWQS, SMARTS, and/or GT as applicable and ensure timely posting or removal of public notices, adopted orders, permits, complaints, resolutions, and waivers to the CCWB website. Serve as the lead contact person to train and assist staff in using the various CCWB data management systems. Run various reports to support management and staff in managing their respective programs and monitor achievement of performance measures. Arrange and lead group training sessions or assist with arranging trainings by State Water Board database staff. Acquire and/or revise database accounts for staff. Create CIWQS Place Identification numbers for electronic filing purposes. Create CIWQS regulatory measures for various permit types.
20%	Act as liaison between CCWB and the Department of Administrative Services (DAS) Fee Branch on all issues regarding billing/invoices and fees. Receive telephone and email inquiries from the public to answer billing/fee questions and resolve problems as applicable, such as correcting billing information or processing refunds. Address issues sent to CCWB by DAS, including the annual report of issues requiring corrective action. Collect, code, report, and deposit incoming permit payments as required by the State Administrative Manual.
20%	Act as document accessibility liaison for CCWB. Ensure all publicly shared CCWB documents are web accessible and provide technical assistance to staff as needed. Act as SharePoint administrative lead for CCWB. Ensure all administrative SharePoint documents are updated as needed. Assist CCWB and Department of Information Technology staff in managing and maintaining GovDelivery data for CCWB.
15%	Support Enforcement program staff by establishing and maintaining competency in entering formal enforcement actions. Monitor compliance with formal enforcement actions by coordinating with dischargers and Water Board staff on upcoming due dates and project milestones. Enter violations received from dischargers via email or forwarded from staff. Enter informal written enforcement actions such as staff enforcement letters or notices of violation, including occasional large batches of actions issued at the same time.



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**Marginal Functions (Including percentage of time):**

10%	Act as back-up to other administrative staff. Provide audio visual (AV) support to staff hosting in person or hybrid meetings using Microsoft Teams or Zoom platforms. Research bankruptcy notices across all databases when required. Prepare admin records for litigation when required.
5%	Perform other duties as required.

**Typical Physical Conditions/Demands:**

The job requires extensive use of a personal 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 50 pounds, bend and reach above shoulders to retrieve files, documents, office supplies and/or technical equipment. Ability to drive various types of vehicles.

**Typical Working Conditions:**

The incumbent works on the 1<sup>st</sup> & 2<sup>nd</sup> floors of an office building in San Luis Obispo close to an airport and a highway, in an enclosed, office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Overtime is generally not required and not permitted without prior approval from the supervisor. Travel may be required locally and within the state.

**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