



Classification: Associate Governmental Program Analyst
Position Number: 880-140-5393-713

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 24-140-123	Classification Title: Associate Governmental Program Analyst	Position Number: 880-140-5393-713
Incumbent Name: Vacant	Working Title: Associate Governmental Program Analyst	Effective Date: TBD
Tenure: Permanent	Time Base: Full time	CBID: R01
Division/Office: Los Angeles Regional Water Quality Control Board-Region 4		Section/Unit: Administrative Office / Water Quality Data Program Unit
Supervisor's Name: Rosie Villar		Supervisor's Classification: Staff Services Manager I (Supervisory)

Human Resources Use Only:

HR Analyst Approval: *Tiffany Pace* **Date:** June 26, 2025

General Statement

Under the direction of a Staff Services Manager I (Supervisory) 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 is responsible for providing timely and professional assistance to the public and staff within the Department, by phone, e-mail, mail, and in person. The AGPA is required to work independently, communicate effectively, manage multiple tasks and become proficient in his/her functions. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.

Essential Functions (Including percentage of time):



40%	Identify procurement and other administrative needs through the evaluation of program objectives to determine the best alternatives to meet them. Make independent procurement decisions and transactions of average complexity with signature authority up to \$20,000 per transaction. Ensure adequate supplies for all programs by maintaining an inventory database. Prepare and submit sub-purchase orders, contract/delegation purchase orders, purchase estimates, and service authorizations for necessary supplies and services in compliance with the State Administrative Manual and Departmental Guidelines. Prepare and submit Master Service/Rental Agreements as needed. When purchasing promote the use of recycled products and the expansion of participation from disabled veteran business and small business enterprises. Verify and reconcile invoices by comparing them to procurement documents prior to approval for payment. Prepare correspondence related to purchases or payment of invoices.
25%	Gather, compile, and analyze various information for preparation of various documents. Prepare correspondence and special reports. Provide back-up assistance to Administrative Services. Maintain professional and technical knowledge by attending education workshops/training. Maintain workflow by fostering a spirit of cooperation. Contribute to unit performance metrics and target discussion, analyzing data and ensuring that progress aligns with unit goals.
15%	Maintain and update the electronic database for office equipment outside of IT items, request property tags and process survey reports for office equipment and furniture when necessary. Enforce proper care and use of office supplies and limit waste. Report lost or damaged items to Business Services as soon as discovered. Analyze and make best judgement to issue or replace office items as needed.
15%	Assist, advise, and serve as a resource to all staff regarding administrative functions and procedures. Conduct special projects. Prepare issue papers, special reports, and other documents to meet State Board and Regional Board objectives. Develop and maintain good working relationships with staff and the public.
Marginal Functions (Including percentage of time):	
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 desk, utilize TEAMS for calls and virtual meetings, 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. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 50 lbs., standing/sitting for long periods of time, etc.	
Typical Working Conditions:	



Classification: Associate Governmental Program Analyst
Position Number: 880-140-5393-713

The incumbent works on the 2nd floor of a high-rise office building in downtown Los Angeles, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is, Monday through Friday with 4 days a week in the office and 1 day of teleworking. 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