



**Classification:** Associate Governmental Program Analyst  
**Position Number:** 880-300-5393-720

## DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

<b>RPA Number:</b> 25-300-024	<b>Classification Title:</b> Associate Governmental Program Analyst (AGPA)	<b>Position Number:</b> 880-300-5393-720
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Associate Governmental Program Analyst	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-Time	<b>CBID:</b> R01
<b>Division/Office:</b> Division of Water Rights		<b>Section/Unit:</b> Special Projects Enforcement Section/Unit 2
<b>Supervisor's Name:</b> Jordan Baser		<b>Supervisor's Classification:</b> Senior Environmental Scientist (Supervisory)

### Human Resources Use Only:

**HR Analyst Approval:** *Nina Lopez*

**Date:** 08/20/2025

### General Statement

Under the direction of a Senior Environmental Scientist (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 (AGPA) primarily performs independent, complex, and varied analytical assignments related to the evaluation, development, and implementation of the enforcement program and other related water rights programs and processes.



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

35%	Evaluate existing water right enforcement program processes and procedures in accordance with the Water Code, existing statutes and regulations, and the Enforcement Policy. Implement management recommendations regarding new processes, procedures, alternatives, and tools to improve the efficiency and effectiveness of the water rights enforcement program. Formulate, maintain, implement, and refine policies and procedures for the water right enforcement program and other related programs.
25%	Develop, manage, and maintain templates for enforcement documents, including reports and letters related to enforcement complaints, revocations, curtailments, and other progressive enforcement actions. Collaborate closely with the Office of Enforcement and Division management on review and recommendations for templates to ensure legal sufficiency, consistency, and clarity. Evaluate staff feedback and legal input to support continual improvement of standard enforcement documents.
15%	Provide status updates on enforcement program metrics and recommend improvements to streamline water use processes and procedures. Maintain the California Water Accounting, Tracking, and Reporting System (CalWATRS) database by incorporating field reports and other documents and uploading data to ensure database accuracy. Review data for completeness and reliability to support program reporting and decision-making. Assist with monitoring and keeping information up to date on the Division's intranet, internet site, and SharePoint. Ensure inter/intranet content meets web accessibility standards.

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

10%	Track the Section's work and coordinate with the Section Manager. Develop reports to meet management needs for information. Analyze and monitor contracts and billing related to the Section's work. Oversee tracking of complaint fines and assist in penalty recovery efforts. Work with project managers to ensure billing information is accurately entered and updated in CalWATRS. Review contract progress reports and support timely and accurate invoicing. Coordinate with office staff to track mail-outs, report deliveries, and the receipt of enforcement correspondence.
5%	Independently analyze and evaluate water rights files, statutes, and regulations to determine whether a revocation of a water right is appropriate. Prepare notice of proposed revocation and other documents.
5%	Assist technical staff with enforcement inspections related to water rights complaints, revocations, and curtailments. Serve as liaison for Enforcement with Administrative Section on managing equipment and procurement needs relating to field work.
5%	Perform other duties as required.



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**Typical Physical Conditions/Demands:**

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. 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:**

The incumbent works on the 14th 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.

**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