



Classification: Associate Governmental Program Analyst
Position Number: 880-230-5393-709

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 25-230-014	Classification Title: Associate Governmental Program Analyst	Position Number: 880-230-5393-709
Incumbent Name: Vacant	Working Title: Engagement Coordinator	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: R01
Division/Office: Office of Public Engagement, Equity, and Tribal Affairs		Section/Unit: SAFER Drinking Water Solutions
Supervisor's Name: Rachel Wittenberg		Supervisor's Classification: Staff Services Manager I (Supervisory)

Human Resources Use Only:

HR Analyst Approval:

Nina Lopez

Date: 10/14/2025

General Statement

Under the direction of the Staff Services Manager I and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the employee is expected to be courteous and provide timely responses to internal/external stakeholders, follow through on commitments, and to solicit and consider internal/external stakeholder input when completing work assignments.



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Position Description

Support the Water Boards' efforts to preserve, enhance, and restore the quality of California's water resources and drinking water for the protection of the environment, public health, and all beneficial uses through engagement and outreach, particularly to environmental justice communities, disadvantaged communities, and California Native American tribes. Provide public engagement assistance on a variety of water resources issues, such as small water system consolidation, administrator appointments, emergency drinking water, and more.

Collaborate with the Safe and Affordable Funding for Equity and Resilience (SAFER) drinking water program to identify and develop outreach activities that support communities in achieving short- and long-term solutions for safe and affordable drinking water. Assist office coordination of the SAFER Advisory Group as needed, a high-profile consultative body that provides the State Water Board with constructive advice and feedback on the Safe and Affordable Drinking Water Fund Expenditure Plan and other related policies and analyses. Work with local technical assistance providers, community groups and representatives, and other Water Boards' divisions, to develop engagement approaches that help the community understand and evaluate their drinking water solutions options, move forward from historical conflict, build their capacity to engage in water decision-making, establish equitable governance structures, and maintain forward progress on drinking water solutions.

The incumbent needs to be proficient in the Microsoft Suite, including Word, Excel, SharePoint, PowerPoint, Teams, and Outlook. This position requires up to 25% statewide travel to perform job-related duties. Travel may include overnight and weekend stays.

Essential Functions (Including percentage of time):

35%	Work with State and Regional Water Boards operational programs to assess public engagement needs. Develop public engagement, outreach, and strategic communication plans. Lead public engagement efforts. Visit affected communities to provide outreach and explain State and Regional Water Boards activities. Coordinate logistics for public meetings and workshops. Facilitate internal and external meetings and workshops in person and online using remote meeting platforms such as Zoom and Microsoft Teams. Develop plain-language information materials such as fact sheets, brochures, meeting notices, presentations, community updates, and handouts that explain technical issues in easy-to-understand language.
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30%	Coordinate with environmental justice organizations; nonprofit organizations; tribal representatives; and disadvantaged community members, leaders, and advocates to build trust, identify issues, and work with operational programs to resolve problems. Triage concerns and inquiries from stakeholders and elevate concerns and inquiries to management. Respond to public inquiries regarding general Water Boards' programs, public engagement, education, outreach, environmental justice, and tribal affairs. Participate in interagency working groups to foster coordination among state and local agencies. Represent the Water Boards at outreach, education, drinking water consolidation, and other Office of Public Engagement, Equity, and Tribal Affairs (OPEETA)-related meetings, workshops, conferences, and community events. Create and revise digital content in compliance with web accessibility requirements including Section 508 of the Rehabilitation Act of 1973. Attend community meetings to present information and build relationships with community groups. Share opportunities to engage in Water Boards processes via different venues.
20%	Independently and cooperatively work with Water Boards' staff and management to improve Water Boards online and print materials to enhance the utility of the materials to achieve public participation goals. Gather and evaluate staff, management, and stakeholder input regarding Water Boards materials and implement needed changes. Develop and maintain public engagement content for Water Boards staff, including tools, templates, guides, training materials, and other staff assistance resources. Assist in maintaining a comprehensive statewide database of environmental justice organizations, community-based organizations, and other community contacts. Assist staff in using the database to identify appropriate audiences for project notifications and outreach efforts. Provide training and guidance to staff and management involved in public engagement efforts. Assist in developing Water Boards' staff training on issues related to community outreach, language access, conflict management, and facilitation. Coordinate with Water Boards' programs and management to send official and unofficial notifications to topic-specific high volume email list serves.
Marginal Functions (Including percentage of time):	
10%	Develop project summaries and routine reports for documents such as the OPEETA quarterly reviews, quarterly Environmental Justice Roundtable reports, annual Racial Equity Action Plan reports, and Executive Director's reports. Assist in developing correspondence, written reports, bill analysis, budget summaries, budget change proposals, and written responses for board members and executive staff. Develop routine reports related to contracts, budgets, and accounting. Provide internal meetings and administrative support.
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.

Typical Working Conditions:

The incumbent may work on the 19th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The incumbent may also be based in a local Fresno office. The work schedule is usually Monday through Friday, with occasional need for evening and weekend events. 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