



Classification: Associate Governmental Program Analyst
 Position Number: 880-220-5393-716

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-220-035	Classification Title: Associate Governmental Program Analyst	Position Number: 880-220-5393-716
Incumbent Name: Vacant	Working Title: Associate Governmental Program Analyst	Effective Date: December 2025
Tenure: Permanent	Time Base: Full Time	CBID: R01
Division/Office: Office of Chief Counsel		Section/Unit: State Board Water Quality & Administration Branch/Legal Support & Administrative Section
Supervisor's Name: Carol Berkeley		Supervisor's Classification: Staff Services Manager I

Human Resources Use Only:	
HR Analyst Approval: Alexandra Ruiloba-Olah	Date: December 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 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) is responsible for performing the more responsible, varied, and complex analytical staff services assignments and providing timely and professional analytical 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 be proficient in the assigned duties.
Essential Functions (Including percentage of time):



Classification: Associate Governmental Program Analyst
 Position Number: 880-220-5393-716

30%	Independently receive and evaluate Public Records Act requests and coordinate responses from staff of the State Water Board and the Regional Water Boards. Develop, input data into, and maintain a database for tracking Public Records Act requests. Assist and consult with attorneys concerning assignments involving the most complex issues in response to Public Records Act request and to develop search criteria for conducting queries of databases. Conduct research and gather documentation to respond to requests. Independently search databases and files to locate all documents responsive to a specific Public Records Act request. Understand and apply statutory and programmatic requirements in preparing Public Records Act responses to such requests. Review documents for any exemptions or privileges and work with assigned attorney regarding disclosure, while ensuring the highest standards of confidentiality are maintained.
20%	Independently perform the more complex functions as an analyst to the Financial Assistance Branch of attorneys in the Office of Chief Counsel (OCC). Using Excel, pivot tables, Access, and other data management tools, receive, track, trace, and report on the Division of Financial Assistance workflow sent to the Financial Assistance Branch of attorneys in OCC. Independently coordinate and meet with affected attorneys and program client units regarding project status, workflow, and project data. Independently develop and implement related process improvements. Work closely with the Assistant Chief Counsel for OCC's Financial Assistance Branch on project statuses, data, and streamlining observations. Independently develop and implement related process improvements.
20%	Independently analyze complex and controversial petitions challenging Regional Water Board actions received from environmental groups, dischargers, landowners, and the public, utilizing knowledge of laws and regulations established by the State Water Board and the Legislature. Evaluate each petition for consistency with regulations, identify issues of concern for further investigation and recommend to the assigned attorney or Assistant Chief Counsel a plan for action on each petition. Draft correspondence for each course of action, provide consultative services and prepare written analyses to the Assistant Chief Counsel or assigned attorney concerning petitions. Represent the State Water Board in communications with the public and petitioners concerning complex and sensitive procedural petition issues.
15%	Independently analyze administrative records for litigation. Evaluate each administrative record for consistency. Prepare administrative records for service and filing with state and federal courts. Under the general guidance of their attorneys and interacting with court personnel and opposing counsel, prepare complex indexes and legal forms for the State Water Board or Water Quality or Underground Storage Tank records and then arrange for duplication and submission to the courts and petitioner's attorneys. Create, organize, and maintain a complex variety of litigation and appeal files. Maintain a calendar to assure that documents are timely filed and reviews outgoing correspondence and legal documents to ensure completeness.
Marginal Functions (Including percentage of time):	



Classification: Associate Governmental Program Analyst
 Position Number: 880-220-5393-716

10%	Perform other related duties in support of the mission of the Board, including but not limited to working with Legal Support and Administrative Section staff in monitoring and answering the Section's main phone line and forwarding inquiries and requests to appropriate staff. Perform assorted office maintenance tasks, including assisting in the processing faxes and photocopies, managing daily incoming/outgoing mail, and filing documents in accordance with record retention policies.
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 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works on the 22nd 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.

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



Classification: Staff Services Analyst
 Position Number: 880-220-5157-XXX

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-220-035	Classification Title: Staff Services Analyst	Position Number: 880-220-5157-XXX
Incumbent Name: Vacant	Working Title: Staff Services Analyst	Effective Date: December 2025
Tenure: Permanent	Time Base: Full Time	CBID: R01
Division/Office: Office of Chief Counsel		Section/Unit: State Board Water Quality & Administration Branch/Legal Support & Administrative Section
Supervisor's Name: Carol Berkeley		Supervisor's Classification: Staff Services Manager I

Human Resources Use Only:	
HR Analyst Approval: Alexandra Ruiloba-Olah	Date: December 2025

General Statement
Under the supervision 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 Staff Services Analyst (SSA) is responsible for performing less complex analytical staff services assignments and providing timely and professional analytical assistance to the public and staff within the Department, by phone, e-mail, mail, and in person. The SSA is required to work independently, communicate effectively, manage multiple tasks and be proficient in the assigned duties.
Essential Functions (Including percentage of time):



30%	<p>Assist with the less complex functions as an analyst in receiving and evaluating Public Records Act requests and coordinating responses from staff of the State Water Board and the Regional Water Boards. Assist in the creation and use of a database for tracking Public Records Act requests. Assist and consult with attorneys to develop search criteria for conducting queries of databases. Assist in conducting research and gather documentation to respond to requests. Assist in searching databases and files to locate all documents responsive to a specific Public Records Act request. Assist with the less complex functions in applying statutory and programmatic requirements in preparing Public Records Act responses to such requests. Assist with the less complex functions in reviewing documents for any exemptions or privileges and work with assigned attorney regarding disclosure, while ensuring the highest standards of confidentiality are maintained.</p>
20%	<p>Assist with the less complex functions as an analyst to the Financial Assistance Branch of attorneys in the Office of Chief Counsel (OCC). Using Excel, pivot tables, Access, and other data management tools, assist with receiving, tracking, tracing, and reporting on the Division of Financial Assistance workflow sent to the Financial Assistance Branch of attorneys in OCC. Assist with coordinating and meeting with affected attorneys and program client units regarding project status, workflow, and project data. Assist in development and implementation related process improvements. Work closely with the Assistant Chief Counsel for OCC's Financial Assistance Branch on project statuses, data, and streamlining observations. Assist in development and implementation related process improvements.</p>
20%	<p>Assist with analyzing the less complex and controversial petitions challenging Regional Water Board actions received from environmental groups, dischargers, landowners, and the public, utilizing knowledge of laws and regulations established by the State Water Board and the Legislature. Assist in evaluating each petition for consistency with regulations, identify issues of concern for further investigation and recommend to the Associate Governmental Program Analyst or Assistant Chief Counsel a plan for action on each petition. Assist with drafting correspondence for each course of action, provide consultative services and prepare written analyses to the Associate Governmental Program Analyst, Assistant Chief Counsel or assigned attorney concerning petitions. Assist the Associate Governmental Program Analyst in representing the State Water Board in communications with the public and petitioners concerning procedural petition issues.</p>
15%	<p>Assist with analyzing administrative records for litigation. Assist in evaluating each administrative record for consistency. Assist in preparing administrative records for service and filing with state and federal courts. Under the general guidance of their attorneys and interacting with court personnel and opposing counsel, assist in preparing less complex indexes and legal forms for the State Water Board or Water Quality or Underground Storage Tank records and then arrange for duplication and submission to the courts and petitioner's attorneys. Assist in creating, organizing, and maintaining a complex variety of litigation/appeal files. Assist in maintaining a calendar to ensure that documents are timely filed and reviews outgoing correspondence and legal documents to ensure completeness.</p>



Classification: Staff Services Analyst
 Position Number: 880-220-5157-XXX

Marginal Functions (Including percentage of time):

10%	Perform other related duties in support of the mission of the Board, including but not limited to working with Legal Support and Administrative Section staff in monitoring and answering the Section's main phone line and forwarding inquiries and requests to appropriate staff. Perform assorted office maintenance tasks, including assisting in the processing faxes and photocopies, managing daily incoming/outgoing mail, and filing documents in accordance with record retention policies.
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 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 works on the 22nd 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.

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