



Classification: Staff Services Analyst  
Position Number: 880-300-5157-724

## DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

<b>RPA Number:</b> 25-300-066	<b>Classification Title:</b> Staff Services Analyst	<b>Position Number:</b> 880-300-5157-724
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Staff Services 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> Administrative, Reporting & Quality Assurance Section / Fiscal and Administrative Unit
<b>Supervisor's Name:</b> Vacant		<b>Supervisor's Classification:</b> Staff Services Manager I (Supervisor)

### Human Resources Use Only:

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

**Date:** 12/09/2025

### General Statement

Under the supervision of a Staff Services Manager I (Supervisor) 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 providing timely and professional analytical assistance to the public and staff within the Board by phone, e-mail, mail, and in-person. The SSA is required to communicate effectively, manage multiple tasks, formulate recommendations, apply analytical thinking, and become proficient in all analytical duties. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.

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

25%	As program administrative liaison, manage communication and information flow for the program. Independently produce high level reports and documents. Oversee and assist operations of program long term projects. Assist in the development and maintenance of workload standards and procedures for clerical processes and provide training when necessary. Responsible for mail merges and tracking of returned mail, including researching owner and property information. Responsible for being knowledgeable on the contents of Division procedure manuals and State Water Board's correspondence manual (Gregg Reference Manual), which provides Board-wide quality control and the procedures to place items on the State Water Board's agenda (Wiki). Inform staff of any changes/revisions to the manuals and direct staff on how to implement or interpret the changes. Coordinate with the Division management and program staff to ensure that input for the required weekly and monthly reports are submitted timely and in the correct format. Work with the Divisions Executive Administrative Analyst and collect and provide appropriate information related to the programs work, compile reports for the Executive Office, Clerk to the Board (12 months projections report), and Agency (Week Ahead & 60 Day Reports).
15%	Analyze, conduct research, collect appropriate information and data to independently complete and compile reports for program staff and management. Manage and maintain a program electronic control system that provides the ability to log, assign, and track the status of high priority assignments. Work closely with management regarding the status of priority assignments. Recommend changes to improve organizational efficiency and effectiveness and to facilitate internal and external communications and cooperation which includes coordinating Division efforts with internal and external parties. Monitor and update multiple Division SharePoint sites and intra/internet sites, as related to the analyst assigned programs. Act as the Document Accessibility Liaison to ensure web postings are accessible and in compliance with the State Water Boards Division of Information Technology Office (DIT) and AB434 guidelines and policies.
15%	As program contract liaison, assist with development of scope of work, workload projects and budgets for program contracts. Work directly with Division staff to develop scopes of work, communicate with potential contractors and vendors on scope of work. Facilitate and communicate highly complex and sensitive contract information and issues with Division Management, Office of Chief Counsel, project managers, contract managers, Division of Administrative Services (DAS), internal and external communications with state agencies and vendors. Streamline processes where feasible and develop tools for the contract managers for contract planning and requests.



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15%	Determine appropriate procurement methods to purchase services and supplies required by program, in accordance with the State procurement rules and regulations. Keep accurate logs of all items procured. Act as program liaison between the Divisions Administrative Support Section and DAS. Act as the program property liaison to ensure that any items procured are properly tagged and put on inventory list, track equipment, report any items lost, stolen, damaged, or old. Ensure that the items are removed from inventory list in accordance with DAS guidelines. Keep accurate logs, perform monthly compliance checks for equipment and apparel.
15%	Track program positions, assist with management and facilitation of position and duty statements. Track position numbers and range changes. Advise management on hiring needs based on the standards set forth in the class specification and recommend alternative solution for filling vacant position. Assist with recruitment documents duty statement, vacancy announcements and justification packages for completeness and language, consistent with class specification and guidelines set forth by the State Water Resources Control Board's Human Resources Branch. Assist with scheduling job interviews. Maintain and update program organizational charts. Assist with Division onboarding of new staff specific to Division practices and processes including staff separations. Assist staff with training needs and work with the Divisions Training Liaison.

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

10%	As program liaison to Budget and Accounting Office, track program positions to ensure they are charging to the appropriate Task ID. Monitor program budget and expenditures, prepare appropriate reports and recommendations to program management for resolving problems concerning budget allocations, availability of funds, and expenditure of funds.
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 25 pounds, bend and reach above shoulders to retrieve equipment and/or documents. Ability to carry/push more than 50 lbs. when working with physical files/documents. At times, you may be working remotely and require a conducive working space set up outside the office.

**Typical Working Conditions:**

This position is located on the 14<sup>th</sup> floor of a smoke-free, high-rise building. The incumbent will work in a non-windowed, climate-controlled cubicle under natural and artificial lighting. Typical work schedule is Monday through Friday, 8:00 AM to 5:00 PM.



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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 Name	Employee Signature	Date