



Classification: Associate Governmental Program Analyst
Position Number: 880-300-5393-702

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-300-077	Classification Title: Associate Governmental Program Analyst	Position Number: 880-300-5393-702
Incumbent Name: Vacant	Working Title: Associate Governmental Program Analyst	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: R01
Division/Office: Division of Water Rights		Section/Unit: Administrative, Reporting & Quality Assurance Section / Fiscal and Administrative Unit
Supervisor's Name: Vacant		Supervisor's Classification: Staff Services Manager I (Supervisor)

Human Resources Use Only:	
HR Analyst Approval: <i>Nina Lopez</i>	Date: 12/19/2025

General Statement
Under the direction of a Staff Services Manager I (SSMI) 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) will work independently, in a fast paced and cooperative environment, and act as a team leader on multiple tasks. The AGPA will analyze complex information and data and develop and evaluate alternatives and present solutions to problems; formulate procedures, policy, and program alternatives; and make recommendations on broad spectrum of administrative and program related assignments. The AGPA is responsible for providing timely and professional assistance to the public and staff within the organization, by phone, e-mail, mail, and in person. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.



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Essential Functions (Including percentage of time):

40%	Act as a contract manager to: coordinate work with internal and external parties including Division staff and management, consultants, Clerk of the Board, and Division of Administrative Services (DAS); develop scope of work, procurement requests, cost estimates, and budgets to facilitate contract execution in accordance with state and agency contracting standards and rules; prepare and submit presentations, briefings, and regulations for Board consideration; monitor contract progress, deliverables, schedules, and budgets; review and approve invoicing; and flag any potential conflicts or issues to project management.
15%	Assist with or lead administrative record keeping efforts including: conduct regular review of the Administrative Procedures Act, The State Records Management Act, the California Environmental Quality Act, Title 23 of the California Code of Regulations, and the California Rules of Court to develop and to ensure conformance of administrative records; work with consultants, Division staff and management, and the Office of Chief Counsel (OCC) to develop recommend, to implement internal business rules and procedures for the development, completion, and submittal of administrative records; assist with or lead the monitoring, formatting, cataloging, and retrieving of relevant evidence for inclusion in administrative records; and assist with other file and record management related to Division efforts.
15%	Provide independent analytical support for program planning, implementation, and evaluation. Develop, revise, and maintain program procedures, guidelines, and reference materials. Identify operational challenges and recommend process improvements to enhance efficiency and compliance. Track program activities, deliverables, and performance metrics; prepare updates for management. Support coordination across units to ensure consistent application of policies and workflows.
15%	Develop, implement, update, maintain administrative procedures, workflows, and reference materials to support Division operations. Review existing administrative processes, identify areas for improvement, and recommend solutions to enhance efficiency and effectiveness. Coordinate administrative activities across units, ensuring consistent application of policies and practices. Assist with resource planning, space management, equipment requests, and general office operations. Provide analytical support for program activities, such as monitoring deliverables, tracking performance measures, and preparing status updates. Maintain program documentation, including logs, databases, manuals, and shared drives. Support recruitment, onboarding, and offboarding activities by preparing materials, coordinating access, and facilitating communication. Assist with budget tracking, and procurement activities as needed.



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Marginal Functions (Including percentage of time):

10%	Provide support for Bay-Delta related hearings and projects including; respond to research requests from Division management, Board Members, and OCC; coordinate logistics with stakeholders, members of the public, court reporters, audio-visual teams, and other parties as needed; provide reports, summaries, and solutions to hearings related issues, and act as a Hearings Unit team member as needed.
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 equipment and/or documents. Ability to carry/push more than 50 lbs. when working with physical files/documents.

Typical Working Conditions:

The incumbent works on the 14th floor of a climate-controlled office under natural and artificial lighting, and in a smoke-free environment. Multi-floor buildings are equipped with elevators and stairs and an on-site gym for employees. Possession of a valid driver's license is required to operate a State-owned, leased, and/or personal vehicle. Typical work schedule is Monday through Friday, 8:00 AM to 5:00 PM.

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