




Classification: Analyst I
Position Number: 880-160-5157-703

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-160-017	Classification Title: Analyst I	Position Number: 880-160-5157-703
Incumbent Name: Vacant	Working Title: Analyst I	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R01
Division/Office: Region 6 – South Lake Tahoe		Section/Unit: Admin Unit
Supervisor's Name: Vacant		Supervisor's Classification: Supervisor I (Staff Services Manager I)

Human Resources Use Only:	
HR Analyst Approval: 	Date: 01/02/2026

General Statement
Under the supervision of a Supervisor I (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 Analyst I 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 Analyst I is required to work independently, communicate effectively, manage multiple tasks, formulate recommendations, apply a high level of analytical thinking and problem solving, and become proficient in all analytical duties. The Analyst I possesses a knack for deciphering intricate details and connecting dots that might otherwise go unnoticed. Daily proficient utilization of office equipment and the Microsoft 365 apps and services is required.

Essential Functions (Including percentage of time):

30%	Act as the region's subject matter expert on all fleet and fee related issues. Serve as liaison with the Fee Branch and regional staff on all permit fees. Analyze fee databases to ensure that all billable permits are entered into the California Integrated Water Quality System (CIWQS) database. Respond to staff regarding all fee-related questions. Review and analyze the pre-billing and problematic reports to update, modify and correct records. Notify and respond to fee branch on all fee related issues. Consult with technical staff on regulatory permit fee issues. Serve as Fleet liaison for the South Lake Tahoe offices. Collaborate with the Department of General Services for vehicle repairs and ensure that fleet forms are following the State Administrative Manual and all mandates issued by the Office of Fleet and Asset Management. Maintain accurate records of vehicle conditions and usage.
20%	Utilizing Americans with Disabilities Act (ADA) accessibility remediation software (CommonLook PDF and CommonLook Office), perform accessibility checks to ensure office-wide documents are ADA-compliant prior to dissemination. Review and revise PDF tagging structures to meet current ADA compliance guidelines. Collaborate with technical staff to make ADA accessibility revisions needed in the source documents.
15%	Assist the California Integrated Water Quality System (CIWQS) Coordinator to track data such as inspections planned and completed, reports required and received, violations, corrective actions, and enforcement actions planned and taken. Make recommendations for naming standards to management to ensure CIWQS data is of high quality, consistent, accurate, and retrievable from the database. Review Self-Monitoring Reports for compliance with due dates and reporting requirement completeness. Evaluate applications and input fee payments and application information into CIWQS. Retrieve, analyze, and reconcile Party and Place records to various data reports.
15%	Serve as Public Records Act (PRA) Coordinator; using Microsoft Excel to gather, tabulate, and analyze PRA tracking data; and prepare a bi-weekly report for management and advise management on impact of PRA response process. Research and resolve invoice disputes with vendors. Prepare and submit invoice dispute forms, waivers, and Stock Received Reports (STD 128). Assist with inventory management and control.

Marginal Functions (Including percentage of time):

10%	Analyze web pages for changes needed due to removal of documents and check hundreds of active internal and external internet website links for accuracy and functionality. Analyze cause of errors for broken links and outdated content. Evaluate linked resources to ensure links connect to interactive maps, water system databases, and water quality reports and documents. Coordinate with website developers to evaluate workflows for updating and maintaining website accuracy and reliability. Track project statuses and create project status reports for management to ensure milestones and deliverables are met. Regularly review Region's website to ensure links are active and posted documents are ADA compliant.
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5%	Utilize Microsoft Office and Adobe Acrobat software to format agenda items and assemble Board Agenda packets for distribution. Provide front office assistance to open and close the office. Respond to inquiries from the public. Troubleshoot office equipment issues. Prepare application fee checks for deposit and make bank deposits. Process conventional and electronic mail. Scan into the Electronic Content Management system (ECM) incoming mail as applicable. Assist technical staff with file reviews. Assist the Executive Assistant at regional board meetings. Serve as Petty Cash Custodian; audit and process requests for reimbursement of miscellaneous items; prepare Petty Cash Reimbursement Form for management approval; request replenishment of Petty Cash funds; and perform fiscal year-end review and reconciliation.
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 for extended periods of time, utilize a phone, virtual conferencing hardware and software, 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. Ability to carry up to 50 lbs. when moving boxes of physical files/documents. Telework schedules are available based on operational needs. Remote work requires a conducive working space set up outside the office.

Typical Working Conditions:

The incumbent works in an enclosed single-story office building or telework setting. The work schedule is Monday through Friday. Travel may be required. Possession of a valid driver's license is required to operate a State owned, leased, and/or personal vehicle.

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