



Classification: Analyst II  
 Position Number: 880-150-5393-715

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 25-150-054	<b>Classification Title:</b> Analyst II	<b>Position Number:</b> 880-150-5393-715
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Analyst II	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-Time	<b>CBID:</b> R01
<b>Division/Office:</b> Central Valley Regional Water Quality Control Board – Region 5 Sacramento		<b>Section/Unit:</b> Program Support Unit
<b>Supervisor’s Name:</b> Christine Croyle		<b>Supervisor’s Classification:</b> Supervisor I

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> <i>Jeff Fiedler-Luna</i>	<b>Date:</b> 03/09/2026

<b>General Statement</b>
Under the direction of a Supervisor 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.
<b>Position Description</b>
The Analyst II is expected to work independently to perform the more responsible and varied analytical program support tasks involved with core regulatory water quality programs and develop a strong knowledge of the Regional Board’s programs and all major program support functions. Specific responsibilities include:



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

30%	<p>Serve as the Regional Board’s Training Liaison to the State Board. Create, record, and maintain training records. Assist staff with processing training forms including the Employee Training Request SWRCB 450, In-State Travel Forms, and obtaining necessary Executive signatures. Run reports for staff, managers, and the Executive Office. Provide assistance and guidance to staff regarding the Cornerstone Learning Management System. Provide oversight, administrative support, and recommendations to management with individual staff training plans to ensure job required and mandatory training needs are met. Provide input and direction to managers to assist with the development of individual staff training plans. Coordinate with the State Board Training Office and Regional Board managers to develop specialized trainings opportunities. Ensure newly hired Regional Board staff complete all required trainings. Act as the Health and Safety Training Coordinator, attend meetings with the Division of Administrative Services (DAS) Health and Safety Office, ensure staff and management are informed of required health and safety trainings, and maintain and develop Microsoft Excel spreadsheets to track required health and safety trainings.</p>
15%	<p>Serve in an administrative supporting role for the Regional Board’s Clean Water Act 319(h), Timber Fund, and Cleanup Abatement Account grant agreements. Ensure grant documents are complete and in accordance with administrative guidelines, rules, and regulations. Independently review and analyze budgets and invoices to ensure compliance with grant requirements. Research discrepancies and issues with grant documents including scopes of work, budget, and deliverables. Assist Regional Board staff in problem solving grant issues and help management render full accounting of grant funds. Provide administrative oversight to ensure the terms of the grant agreement are met. Research and analyze grant issues, evaluate data to proactively make decisions, provide alternative and/or recommendations during the grant process. Prepare periodic grant status reports for management. Maintain administrative grant e-files and data. Participate in meetings with internal and external customers.</p>
15%	<p>Serve as the Contract Liaison and Contract Manager for the Regional Board. Consult with managers and staff to identify contract needs. Develop, edit, and monitor contracts by conducting market research and preparing Contract Request Packages, including a Contract Request Form, GC 19130 Worksheet, Scope of Work, Budget Detail, Cost/Bid sheet, Minimum Qualifications, Small Business (SB)/Disables Veterans Business Enterprise (DVBE) Waiver, and appropriate back-up documentation. Collaborate and coordinate with the DAS Contracts Office in the submission, development, and execution of contracts to ensure appropriate statutes, regulations, and state departmental policies and procedures governing the contracting process are followed and adhered to. Ensure contractor compliance with contract terms and conditions. Perform analytical functions of contract management, including analyzing, auditing, and reviewing contract invoices, verification of account balances to ensure the Regional Board stays within budget, tracking expenditures, and contract amendment processing. Develop and maintain Microsoft Excel spreadsheets to track all the Regional Board’s contracts and track the encumbrance and expenditure of contract funding sources.</p>



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10%	<p>Serve as the offices' Travel Liaison. Assist Regional Board staff and management with travel-related questions and forms. Provide updates to management on new and changing travel policies and procedures. Review and submit CalATERS claims to DAS Accounting to ensure timely payment of claims. Coordinate and compile the Out-of-State Travel (OST) Blanket, ensuring all data and forms are accurate. Track approved OST trips to ensure timely submittal of OST packages to the DAS Budgets Office. Assist staff and management with preparing OST package forms, Route Sheet, STD. 257, memos, detailed cost breakdown, Training Request Form, and trip agenda, for approved OST tips. Create and maintain OST records.</p>
10%	<p>Serve as the Regional Board's Staff Awards Coordinator. Create and maintain award records. Coordinate with Regional Board managers to collect and process Employee Recognition Awards (ERA's) and Superior Accomplishment Awards (SAA's). Ensure timely requests for award information and accurate form completion. Coordinate with DAS Awards for review and approval of SAA's. Ensure proper notification of staff, management, and executive team of approved award recipients and delivery of award materials.</p>
10%	<p>Responsible for and assist with Regional Board special projects that require analytical and financial research, which includes collection of data, interpretation of findings, and documentation and reporting of findings in a structured, professional format. Make recommendations and assist with formulating procedures, policies, and program alternatives and make recommendations on a broad spectrum of administrative and program-related problems to management. Develop and update guidance documents and procedures to support the various Regional Board programs and activities. Prepare and interpret reports for use by management. Work with Regional Board management to ensure all special project goals, milestones, and deadlines are met.</p>
<b>Marginal Functions (Including percentage of time):</b>	
5%	<p>Provide administrative support during Board Meeting activities.</p>
5%	<p>Perform other duties as required.</p>



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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 works in a single-story building in Rancho Cordova, CA, in an enclosed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. 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