



Classification: Analyst II  
 Position Number: 880-140-5393-713

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 25-140-119	<b>Classification Title:</b> Analyst II	<b>Position Number:</b> 880-140-5393-713
<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> Los Angeles Regional Water Quality Control Board-Region 4		<b>Section/Unit:</b> Administrative Office/ Water Quality Data Program Unit
<b>Supervisor's Name:</b> Rosie Villar		<b>Supervisor's Classification:</b> Supervisor I

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> <i>Tiffani Pace</i>	<b>Date:</b> 04/17/2026

<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 responsible for providing timely and professional assistance to the public and staff within the Department, by phone, e-mail, mail, and in person. The Analyst II is required to work independently, communicate effectively, manage multiple tasks and become proficient in his/her functions. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.
<b>Essential Functions (Including percentage of time):</b>



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40%	<p>Coordinate procurement and administrative support activities by assessing program objectives and identifying the most effective options to meet operational needs. Exercise independent purchasing authority for transactions of average complexity up to \$20,000 per transaction. Maintain inventory records to ensure programs have adequate supplies and resources. Prepare and process sub-purchase orders, contract/delegation purchase orders, purchase estimates, service authorizations, and Master Service/Rental Agreements in accordance with the State Administrative Manual and departmental guidelines. Promote the use of recycled products and support participation by disabled veteran business enterprises and small business vendors in the procurement process. Review and reconcile invoices against procurement documentation prior to payment approval and prepare correspondence related to purchasing and invoice processing.</p>
25%	<p>Independently gather, compile, and analyze a variety of information and data to prepare correspondence, special reports, and other administrative documents in support of program operations. Provide back-up support to Administrative Services functions to ensure continuity of workflow and timely completion of assignments. Maintain current professional and technical knowledge through participation in training, workshops, and other staff development opportunities. Promote an effective and collaborative work environment by fostering cooperation and supporting efficient workflow processes. Assist with unit performance metric and target discussions by reviewing, analyzing, and reporting data to monitor progress and support alignment with unit goals and objectives.</p>
15%	<p>Assist, advise, and serve as resource to all staff regarding administrative functions and procedures. Conduct special projects. Prepare issue papers, special reports, and other documents to meet State Board and Regional Board objectives. Develop and maintain good working relationships with staff and public.</p>
<b>Marginal Functions (Including percentage of time):</b>	
15%	<p>Maintain and monitor the electronic database for non-IT office equipment and furniture to ensure accurate property records and accountability. Evaluate equipment and supply needs, determine appropriate issuance or replacement of office items, and exercises sound judgment in resolving routine property-related issues. Coordinate requests for property tags and prepare survey reports for office equipment and furniture, as needed. Promote proper care and use of office supplies to reduce waste and ensure cost-effective use of resources. Identify reports lost or damaged items to Business Services in a timely manner to support inventory control and compliance with departmental procedures.</p>
5%	<p>Perform other duties as required.</p>
<b>Typical Physical Conditions/Demands:</b>	



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The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize TEAMS for calls and virtual meetings, 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. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 50 lbs., standing/sitting for long periods of time, etc.

**Typical Working Conditions:**

The incumbent works on the 2nd floor of a high-rise office building in downtown Los Angeles, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is, Monday through Friday with a 4-day/week in the office and 1 day telework. 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