

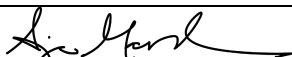


Classification: Analyst III
 Position Number: 880-402-5402-xxx

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-402-102	Classification Title: Analyst III	Position Number: 880-402-5402-xxx
Incumbent Name: Vacant	Working Title: Analyst III	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R01
Division/Office: Division of Drinking Water / Resiliency and Data Branch		Section/Unit: Quality Assurance Section / Needs Analysis Unit
Supervisor's Name: Dan Wang		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: 	Date: 04/23/2026

General Statement
Under the general direction of a Senior Environmental Scientist (Supervisory) 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 III serves as an advanced level analytical specialist for the Needs Analysis Unit and performs varied, complex, and sensitive assignments related to the financial and managerial capacity of drinking water systems. The incumbent works independently and in coordination with internal and external stakeholders to analyze, research, coordinate, plan, and evaluate program activities that support regulatory oversight, program implementation, and statewide objectives. The incumbent provides consultative services and recommendations to management; develops and evaluates analytical, policy, and implementation approaches; and manages or coordinates projects involving data analysis, reporting systems, stakeholder engagement, and program improvement. This position also supports the development of metrics, reports, dashboards, and public-facing data products to improve decision-making, data quality, transparency, and program effectiveness.



Essential Functions (Including percentage of time):

30%	Independently perform complex data gathering, analysis, and regulatory support activities related to the financial and managerial capacity of drinking water systems. Plan, organize, and coordinate efforts to identify, evaluate, and collect data needed to support regulatory development and program implementation. Coordinate stakeholder engagement activities, including solicitation of input on data elements and methodologies, documentation of feedback, and support for decision-making processes. Develop and recommend procedures, tracking tools, and documentation to help ensure data collection activities align with statutory, regulatory, and program requirements. Provide analytical support during rulemaking and policy development, including analysis of public comments, preparation of regulatory and supporting materials, and development of recommendations for management.
30%	Serve as a lead analyst for the design, development, implementation, and continuous improvement of data collection portals and systems used to receive financial and managerial data from public water systems. Coordinate with the Division of Information Technology (DIT) and program partners to help ensure systems are functional, secure, scalable, and aligned with business needs. Develop and recommend procedures for data submission, support standards for data completeness and accuracy, and evaluate whether reporting requirements and system functionality support program objectives. Coordinate integration of multiple datasets, identify system enhancement needs, resolve complex issues, and support data transparency efforts through development of accessible and user-friendly public-facing data products.
25%	Independently perform complex analyses of submitted financial and managerial data to evaluate water system capacity and support programmatic, regulatory, and policy decisions. Develop and maintain metrics, dashboards, reports, and other analytical tools used to monitor program performance, identify trends, and inform decision-making. Interpret quantitative and qualitative data and recommend improvements to policies, procedures, and program design. Collaborate with enforcement, regulatory, and program staff to support appropriate application of data to compliance oversight and capacity development efforts. Provide consultative services to internal and external stakeholders on emerging issues, best practices, and strategies to improve water system performance. Prepare written analyses, briefings, and presentations for management, partner agencies, and the public.
10%	Coordinate with the Field Operations Branch and other internal and external partners on cross-cutting issues affecting water systems, including enforcement, technical assistance, capacity development, and policy integration. Participate in interagency workgroups, stakeholder meetings, and other forums involving sensitive or complex issues related to financial and managerial capacity. Provide technical input for training and outreach materials, identify emerging needs based on data analysis and stakeholder input, and support alignment across programs. Collect, organize, evaluate, and communicate public and stakeholder feedback related to regulatory or programmatic changes to support informed program design and implementation.



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Marginal Functions (Including percentage of time):	
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 desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to retrieve and/or move files, documents, or materials of up to 15 pounds.

Typical Working Conditions:
 The incumbent works on the 17th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. 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