



Classification: Analyst III
 Position Number: 880-600-5402-xxx

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-600-126	Classification Title: Analyst III	Position Number: 880-600-5402-XXX
Incumbent Name: VACANT	Working Title: SB/DVBE Advocate	Effective Date: May 2026
Tenure: Permanent	Time Base: Full Time	CBID: R01
Division/Office: Division of Administrative Services/Business Operations Branch		Section/Unit: Procurement and Business Support Section/Procurement, Policy, and Support Unit – Z
Supervisor’s Name: Heather Prasad		Supervisor’s Classification: Supervisor I

Human Resources Use Only:	
HR Analyst Approval: Kathleen Hill	Date: May 2026

General Statement
Under the general direction of a Supervisor I, 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 solicit and consider internal/external customer input when completing work assignments.
Position Description
The Analyst III leads the State Water Resources Control Board’s Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Program by maintaining the program plan, advising staff across Water Boards programs, coordinating with control agencies, conducting outreach, and monitoring participation data to ensure compliance and expand vendor engagement. As the organization’s subject matter expert, the incumbent provides training, prepares required reports, develops program materials, and represents the Water Boards at SB/DVBE events. The incumbent will also plan, create, and host Water Boards outreach events to connect with SB and DVBE vendors, supporting the agency’s goals to broaden and strengthen the vendor pool. The Analyst III also performs complex administrative and legislative assignments that support continuous program improvement and strengthen SB/DVBE participation outcomes across all of the Water Boards. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.



Essential Functions (Including percentage of time):

25%	<p>Lead the Water Boards-wide development, implementation, and oversight of the State Water Resources Control Board's (Water Boards) Small Business (SB)/Disabled Veteran Business Enterprise (DVBE) program, First Policy. Provide comprehensive guidance to procurement and contracting staff, as well as program and contract managers across all divisions, regions, and offices within the Water Boards on SB/DVBE requirements, procedures, policies, and procurement and contracting opportunities to ensure statewide compliance with legislatively mandated participation goals. Drive proactive, innovative strategies to strengthen SB/DVBE program performance across the entire organization. Develop and implement methods to maximize the utilization of SB/DVBE opportunities, including incentive-based approaches, consistent with the Water Boards' authority to award contracts for the acquisition of Information Technology (IT) and non-IT goods and services to certified small businesses, including microbusinesses, and disabled veteran business enterprises. Establish program-wide policies and procedures that ensure robust internal controls and compliance with SB/DVBE statutory requirements. Contribute to the creation and rollout of new Water Boards-wide policies, guidelines, and procedures that promote consistency, continuous improvement, and adherence to statewide standards. Serve as the department's primary liaison to the Department of General Services (DGS) and other control agencies regarding SB/DVBE policy, compliance, and reporting expectations. Monitor SB/DVBE performance across all Water Boards programs; identify underperforming areas; provide guidance to program staff; and recommend corrective actions to strengthen organization-wide outcomes.</p>
15%	<p>Drive advancement of SB/DVBE participation by representing the Water Boards in statewide procurement efforts and promoting inclusive purchasing practices for goods and services. Lead engagement with control agencies and key stakeholders, and coordinate outreach activities to support compliance with statewide requirements and strengthen SB/DVBE participation outcomes across the organization. Serve as the primary liaison to SB/DVBE communities to expand awareness of Water Boards procurement and contracting opportunities and to maximize participation levels. Oversee and respond to inquiries and correspondence related to procurement policies, procedures, issues, and concerns affecting SB and DVBE firms. Represent the Water Boards at public and private sector SB/DVBE program events – including statewide conferences, Small Business Council and DVBE Advisory Council meetings, community and business sector forums, solicitation conferences, and DGS-sponsored advocate meetings – to ensure alignment with statewide goals and broaden the department's impact.</p>
15%	<p>Provide leadership in monitoring legislation that may affect SB/DVBE program requirements, ensuring the Water Boards remain fully informed of changes to laws influencing procurement, contracting, and business services operations. Partner with the Office of Chief Counsel to review and analyze proposed legislation and bill analyses to assess potential organizational impacts. Develop and coordinate Water Boards-wide action plans to implement program changes when new legislation is enacted. Carry out additional high-level administrative assignments related to the SB/DVBE program, including responding to requests from the Governor's Office and control agencies, to support enterprise compliance and strategic</p>



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	alignment.
10%	Provide technical advice and assist small businesses in resolving problems, complaints, and questions regarding compliance with the regulations and relevant statutes. Assist potential bidders and contractors by encouraging and facilitating SB and DVBE certification processes. Provide the SB/DVBE community with contracting and procurement contacts for business opportunities and oversee prompt payment of SB firms in accordance with the Prompt Payment Act. Confer with programs to resolve issues received from SB and DVBE firms, interested parties, or control agencies.
10%	Draft and prepare biannual and annual reports due to DGS and the Department of Veteran Affairs regarding the Water Boards' SB/DVBE participation levels; and evaluate and modify the Water Boards' data collection processes to ensure participation levels are captured and accurately reported. Analyze annual department-wide participation data to prepare the annual SB/DVBE program plan and implement new reporting requirements resulting from enacted legislation or Executive Orders. Draft and timely submit reports related to SB/DVBE activities, including the Consolidated Annual Report (CAR), State Agency Buy Recycled Campaign (SABRC), DVBE Subcontracting Report (DGS PD 810D), and State Agency Reporting Center (SARC). Develop and implement new data-tracking requirements.
10%	Research, design, develop, write, and update SB/DVBE training curriculum, materials, and tools (e.g., PowerPoint presentations; training manuals and guides; lesson plans; tests; and course evaluations). Prepare and deliver SB/DVBE Program training and presentations for the Board to discuss program policies, plans, procedures, accomplishments, or program changes. Develop outreach materials, including flyers, Frequently Asked Questions, e-mail notices, brochures, and newsletters, providing information about the Water Boards and their procurement opportunities/practices.
10%	Perform complex technical and analytical work to develop, review, and process Information Technology (IT) and non-IT acquisitions, working closely with program staff and management to ensure compliance with State laws, DGS policies, and Water Boards procedures. Duties include analyzing acquisition requests, preparing all required procurement documents, negotiating and resolving issues, entering and managing data in FI\$Cal and the California State Contracts Register (CSCR), and issuing purchase orders or P-Card purchases within delegated authority. Serve as a FI\$Cal Super User, act as a liaison with control agencies, implement policy updates, and may lead projects as needed.

Marginal Functions (Including percentage of time):

5%	Perform other duties as required.
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Typical Physical Conditions/Demands:



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The job requires extensive use of a work-issued laptop 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 50 pounds, bend, and reach above the shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works on the 18th 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. Ability to effectively handle stress and multiple deadlines. Willingness to accept challenges and handle multiple projects simultaneously. Demonstrated ability to work independently, performing research, gathering information to reach sound decisions through detailed analysis. Ability to speak publicly, present to large groups, and explain complex issues in a concise manner. Travel may be required, sometimes overnight and/or off-site meetings alone or with others locally and out-of-town for meetings, presentations, and training using various modes of transportation. For meetings/Trainings hosted via Teams or in an online format on camera appearance is required if requested by management. Frequent use of computers, related software applications, a camera, the internet, and the telephone. In compliance with the CalEPA policy this position is currently eligible for telework.

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