



Classification: Analyst I  
 Position Number: 880-460-5157-702

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 25-460-020	<b>Classification Title:</b> Analyst I	<b>Position Number:</b> 880-460-5157-702
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Analyst I	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time	<b>CBID:</b> R01
<b>Division/Office:</b> Division of Drinking Water / Northern California Drinking Water Field Operations Branch		<b>Section/Unit:</b> Field Operation Support Unit / District 15 – Glendale Office
<b>Supervisor’s Name:</b> Justin Wong		<b>Supervisor’s Classification:</b> Supervisor I

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> <i>[Signature]</i>	<b>Date:</b> 05/06/2026

<b>General Statement</b>
Under the supervision of a Supervisor I, in partnership with a Senior Water Resource Control Engineer, 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 I position is responsible for providing timely and professional analytical assistance to staff, varied analytical tasks, assignments, and special projects associated with the planning, implementation, and administration support services activities and assignments for the Division of Drinking Water (DDW), District 15 – Glendale and Field Operation Support Unit. The Analyst I is required to work in a team environment, assist higher classifications with tasks, work independently, communicate effectively, manage multiple tasks, formulate draft recommendations, and become proficient in all analytical duties. Daily proficient utilization of office equipment, electronic databases, and the Microsoft Office Suite is required.



Classification: Analyst I  
 Position Number: 880-460-5157-702

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

40%	Analyze public water systems' water quality reports, correspondences, submittals, and permit applications for the DDW, per Health and Safety Code 116525 and Code 116555, using District's checklist created pursuant to the California Waterworks Standards (California Code of Regulations, Chapter 16) to report to technical staff, District Engineer, and Section Chief. Make recommendations on District's business processes to comply with water quality, and compliance deadlines per the California Revised Total Coliform Rule (RTCR). Generate water system reports associated with compliance deadlines and corrective actions and provide periodic status updates to technical staff and management. Provide recommendations when public water systems do not meet DDW's goals, which are (1) public water systems meeting bacteriological water quality standards and (2) a report submitted to the district by the 10th each month. Communicate the recommendations to technical staff and District Engineer via email, Microsoft Teams, phone, and electronic content management (ECM) system. Route data, approved reports, correspondence, and submittals to/from the technical staff via ECM system per State Water Board's paperless office policy and District's business process flow.
25%	Review, analyze, and evaluate incoming consumer confidence reports, electronic annual reports, emergency notification plans, and other electronic reporting documents submitted to the Drinking Water Information Clearinghouse (DRINC) per Health and Safety Code 116530 and Code 116470 using DDW's guidance documents required by Safe Drinking Water Act. Make recommendations regarding electronic annual report, consumer confidence report, and water quality emergency notification plans when the reports or plans do not have complete information or are not submitted prior to deadlines; provide recommendations information in a Word document or spreadsheet to technical staff and public water systems. Manage and maintain Safe Drinking Water Information System (SDWIS), ensuring accuracy of legal entity contacts, service connections, population, and other public water systems information by verifying the information on SDWIS with the information on the latest electronic annual report.
15%	Assist in researching, gathering, and organizing information, water quality data or evidence to generate water quality tables or summary of facts to be used in District's sanitary surveys and investigations to prepare enforcement actions such as citations. Prepare responses, memoranda, letters, notices of violations, and citations under the guidance of the District Engineer or Section Chief. Track and conduct follow-up on compliance schedules; provide recommendations to technical staff per the follow-up outcomes.

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

10%	Assist in developing, maintaining, and processing water quality data, permit packages, recycled water use site proposals, and cross connection shutdown tests retrieved from water system submittals for monthly/quarterly/annual regulation reporting, permit reporting via Excel spreadsheets and ECM. Evaluate report submittals for completeness and timeliness; communicate solutions to technical staff and management verbally and in writing. Collect and process California Environmental Quality Act (CEQA) documents associated with the permit amendment from the District's technical staff and/or public water systems; create a packet and
-----	---



Classification: Analyst I  
 Position Number: 880-460-5157-702

	submit to State Clearinghouse using CEQA Submit tool created by State Clearinghouse within five (5) days after the permit amendment is issued and signed by supervisors. Edit, index, upload, or delete the documents in ECM as directed using DDW's ECM Reference Guide. These duties may be pooled to other offices as needed.
5%	Receive and screen all district office main line telephone calls and visitors, and forward inquiries/requests from the public, media outlets, and state staff to the appropriate staff member. Purge and archive/scan files according to records retention schedule and office needs. Maintain usability of library and training handouts. Process faxes and photocopies and manage daily incoming/outgoing mail. Maintain records and maintenance schedule for assigned automobiles. Organize and update the district's office supplies inventory, track and receive office supply invoices, and process certification of receipt, SWRCB Form 128.
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 in an office building in Glendale, in an 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