



Classification: Analyst II
 Position Number: 880-260-5393-708

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-260-059	Classification Title: Analyst II	Position Number: 880-260-5393-708
Incumbent Name: Vacant	Working Title: Analyst II	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R01
Division/Office: Office of Enforcement		Section/Unit: Operational Support Unit
Supervisor's Name: Brando Otiono		Supervisor's Classification: Supervisor I

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under 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.
Position Description
The Analyst II is responsible for providing timely and professional analytical and administrative assistance to staff within the Office of Enforcement (OE), by phone, e-mail, mail, and in person support. The incumbent serves as the Division Liaison and provides administrative and analytical support in the areas of record/file management, procurement, contracts, accessibility, training, travel, and fleet. Marginally responsible for assisting the public via answering the OE main phone line. Duties will include complex research, data analysis, and problem-solving.
Essential Functions (Including percentage of time):



30%	<p>Lead and collaborate with team members and OE staff on special projects, providing coordination, direction, and subject matter support to ensure alignment with office and program objectives. Independently monitor, design, develop, and manage complex tracking systems, databases and spreadsheets to monitor caseloads, performance metrics, and other analytical data. Conduct in-depth analysis and synthesize findings into comprehensive reports, presenting trends, progress, and potential program alternatives to inform decision-making and improve operational effectiveness.</p> <p>Provide strategic oversight of records and file management functions, ensuring the integrity, accessibility, and security of sensitive information in compliance with Department of General Services and the State Record’s Center policies and regulations. Independently develop and implement standardized processes for document control, retention, and retrieval. Serve as a subject matter expert by advising staff on records management best practices, leading process improvements, and ensuring audit readiness through accurate tracking and documentation.</p>
20%	<p>Provide comprehensive administrative and operational support to OE staff, ensuring the efficient coordination of office functions and workflows. Draft, review, and finalize a wide range of correspondence and official documents, including reports, State forms, and spreadsheets for both internal and external stakeholders. Manage document transmission, tracking, and secure storage in accordance with established protocols.</p> <p>Coordinate and schedule interviews, including the preparation of materials and logistical support for interview panels. Prepare and process 60-day Notices of Intent to File Suit for attorney review, ensuring accuracy and compliance with applicable requirements. Track and upload notices to designated file transfer protocol (FTP) systems for distribution to interested parties.</p> <p>Oversee the processing and distribution of incoming and outgoing mail. Serve as a primary point of contact for the public by responding to telephone and email inquiries, providing accurate information, and directing requests to appropriate OE staff as needed.</p>
10%	<p>Act as the primary point of contact between OE staff, procurement and accounting, ensuring accuracy. Prepare purchase documents to initiate the purchase of equipment, instrumentation, and component parts. Monitor inventory level of office and inspection equipment and submit order requests when requested by OE staff or necessary. Process procurement documents for other supplies and equipment and provides guidance to program staff, as needed. Review and analyze requests to ensure that the package is complete, including all backup documentation, appropriate budget authority, billing information, and exemptions. Prioritize orders based on guidelines provided by the supervisor and director.</p> <p>Work with OE and Departmental Accounting Staff (DAS) staff to reconcile shipments and resolve purchase order issues. Review and process procurement documents related to the approval for payment for contracts, purchases and/or invoices received.</p>



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10%	Serve as accessibility liaison for OE staff to include the review, analysis, and remediation of new and existing publicly available electronic documents to accommodate Americans with Disabilities Act (ADA) standards, use CommonLook PDF software to ensure consistency and compliance; act as point-of-contact for guidance/resources related to ADA accessibility; update and maintain OE webpages and uploads. Gather, tabulate, and analyze accessibility compliance data to ensure OE follows applicable statutes. Document, recommend, and develop accessibility-related processes and procedures. Maintain accessibility process and procedure documents in accordance with approved maintenance schedule. Implement approved changes to OE accessibility processes and procedures.
Marginal Functions (Including percentage of time):	
10%	Analyze and organize the planning, coordination, and implementation of statewide enforcement training. This includes the biannual Statewide Enforcement Training, ongoing Storm Water training in coordination with other Water Board divisions and offices, and routine enforcement-related round table meetings.
5%	Collaborate with DAS Fleet and provide tracking mileage and coordinate maintenance of office vehicles by ensuring mileage requirements are met and scheduling maintenance services; including refueling, oil changes, tire changes, etc. Transporting vehicles to and from maintenance appointments, bi-annually and when specific maintenance needs arise. Record and submit vehicle data on SharePoint, Office of Fleet Assets and Management database and spreadsheets monthly. Ensure all fleet related records such as STD 261 and mileage logs are up to date.
5%	Process in and out-of-state travel logistics; collect, process, and document Travel Expense Claims when staff submit them.
5%	Answer calls from the public to the main OE telephone line, taking detailed notes, triaging, and directing inquiries or complaints to the appropriate Water Board enforcement staff.
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 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, and carry more than 50 lbs, standing/sitting for long periods of time.	
Typical Working Conditions:	



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The incumbent works on the 23rd 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 evenings and weekends 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