



Classification: Analyst II  
 Position Number: 880-456-5393-700

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 25-456-041	<b>Classification Title:</b> Analyst II	<b>Position Number:</b> 880-456-5393-700
<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> Division of Drinking Water / Central California Drinking Water Field Operations Branch		<b>Section/Unit:</b> North Central Section / Monterey District Office
<b>Supervisor's Name:</b> Jonathan Weininger		<b>Supervisor's Classification:</b> Senior Water Resource Control Engineer (Supervisory)

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> <i>[Signature]</i>	<b>Date:</b> 05/11/2026

<p><b>General Statement</b></p> <p>Under the direction of a Senior Water Resource Control Engineer (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.</p>
<p><b>Position Description</b></p> <p>The Analyst II will work independently in a fast-paced, productive, and cooperative environment performing complex analysis of drinking water data and documentation. The Analyst II is responsible for providing timely and professional analytical assistance to the public, stakeholders, internal staff, and external agencies by various methods of communication. The Analyst II will independently perform varied analytical tasks, assignments, and special projects associated with the planning, implementation, and administration support services activities and assignments for the Monterey District Office and assist the Field Support Unit. The Analyst II is required to work in a team environment, work independently, communicate effectively, manage multiple tasks, formulate recommendations, and perform complex analytical duties. Daily proficient use of office equipment, electronic databases, and the Microsoft Office Suite is required.</p>



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

<p>40%</p>	<p>Independently review, analyze, and process large and/or complex submittals from public water systems and certified laboratories, including large data sets of bacteriological and chemical data and complex laboratory reports, to determine compliance with drinking water standards and regulations (most notably primary and secondary Maximum Contaminant Levels [MCLs], Total Coliform Rule [TCR], Groundwater Rule [GWR], the Disinfection Byproduct Rule [DBPR], and the Lead and Copper Rule [LCR]) and compliance with monitoring and reporting requirements. Perform analytical reviews of lab reports with extreme attention to detail to determine compliance with approved monitoring plans and other monitoring requirements. Perform analytical review of monitoring plans and oversee the internal tracking of water system's monitoring plan statuses.</p> <p>Develop, input data into, and maintain tracking databases using software such as, but not limited to, Microsoft Excel and Access. Identify errors and patterns in the data and submittals. With minimal supervision, generate and update monthly and quarterly reports detailing possible violations, recurring issues, and identified patterns in the data for the review of the Senior Water Resource Control Engineer and technical field staff. Route data, approved reports, correspondence, and submittals to and from the technical staff via the electronic content management (ECM) system.</p> <p>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 the Division of Drinking Water's guidance documents required by Safe Drinking Water Act. Make recommendations to staff 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 via Word document or spreadsheet to technical staff and public water systems.</p>
<p>30%</p>	<p>Independently perform data management of drinking water related information systems, including the Safe Drinking Water Act Information System (SDWIS). Track and conduct outreach with water systems and laboratories regarding submittal of water quality monitoring data, other required documents, compliance schedules, and general water system deliverables. Identify and address analytical issues with the submitted data and/or documentation by contacting laboratories, the Quality Assurance Unit, and the Environmental Laboratory Accreditation Program (ELAP) to improve their compliance with applicable drinking water laws, regulations, and policies. Communicate with the Program Management Branch and certified laboratory staff regarding electronic data transfer problems. Conduct outreach to water systems, laboratories, and other stakeholders. Lead special analytical investigations of water systems, laboratories, and samplers by analyzing complex submittals, identifying and tracking patterns of issues and questionable behaviors, and requesting and compiling missing information from water systems, laboratories, and samplers. Ensure and improve compliance with monitoring and reporting regulations and best practices. Develop reports detailing findings</p>



	<p>from the analytical investigations and present these findings to the Monterey District supervisor and field technical staff. Respond to complaints made by water systems, laboratories, and other external stakeholders.</p>
<p>10%</p>	<p>Act as the primary point of contact between DDW Monterey and Field Support Unit management and 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 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. Work with 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. Organize and update the district's office supplies inventory, track and receive office supply invoices, and process certification of receipt, SWRCB Form 128.</p>
<p>10%</p>	<p>Provide comprehensive administrative and operational support to Monterey District 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. 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 DDW Monterey staff as needed.</p> <p>Coordinate and schedule interviews, including the preparation of materials and logistical support for interview panels.</p> <p>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. Ensure vehicles are transported 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.</p>
<p><b>Marginal Functions (Including percentage of time):</b></p>	
<p>5%</p>	<p>Provide analytical support to water systems and laboratories regarding compliance status with applicable drinking water laws, regulations, and policies, as well as other identified analytical issues with their data and submittals. Build and maintain relationships with water systems and laboratories for the purpose of improving compliance metrics.</p>



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5%	Perform other duties as required.
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**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 Monterey, 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