



Classification: Analyst III
 Position Number: 880-600-5402-002

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-600-176	Classification Title: Analyst III	Position Number: 880-600-5402-002
Incumbent Name: Vacant	Working Title: Performance Management Analyst	Effective Date: May 2026
Tenure: Permanent	Time Base: Full Time	CBID: R01
Division/Office: Division of Administrative Services/Human Resources Branch		Section/Unit: Labor Relations Performance Management Unit
Supervisor's Name: Poneh Jones		Supervisor's Classification: Supervisor I

Human Resources Use Only:	
HR Analyst Approval: Kathleen Hill	Date: May 15, 2026

General Statement
Under the general direction of the 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 III will independently perform the more responsible, sensitive, complex, technical, and analytical assignments related to employee performance management. The incumbent provides in-depth consultation to supervisors and managers and interprets various laws, rules, and regulations established by governing control agencies. The Analyst III will also serve as a lead to performance management section staff.



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Essential Functions (Including percentage of time):	
40%	Drafts, prepares, and coordinates service of the most sensitive and complex employee corrective actions including adverse actions, rejections during probation, Absent Without Leave (AWOL), merit salary adjustment denials, informal letter of reprimands, counseling memorandums and expectations memos, etc. Reviews supporting documentation and consults with managers, supervisors, and legal staff on employee issues and recommends appropriate action. Advises management with appropriate methods of discipline and processes related to the Water Boards' personnel management program. Serves as a notetaker at Skelly hearings, Name Clearing hearings, and Coleman hearings, reviews stipulated settlement agreements to ensure terms are appropriate and ensure agreements are completed accurately and timely. Interprets and ensures compliance with applicable State and Federal laws, California Department of Human Resources (CalHR) policies, State Personnel Board (SPB) regulations, policies, and bargaining unit contract provisions.
30%	Investigates allegations of inappropriate employee activities and merit issue complaints; gathers and summarizes relevant information for investigations, prepares responses and makes recommendations on findings to the Supervisor I and Manager I and the respective management and legal team.
15%	Independently develops and conducts on-going Water Boards Statewide Performance Management training to assist managers and supervisors in administering the steps of the progressive discipline process, AWOL, etc.
10%	Participates in process improvements related to the Water Boards performance management processes and procedures. Assists in the development and revision of departmental policies and procedures related to performance management; and performs special projects assigned.
Marginal Functions (Including percentage of time):	
5%	Performs 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, read, communicate and type on a keyboard for extended periods of time. Ability to retrieve and/or move files, documents, or materials of up to 10 pounds.	
Typical Working Conditions:	
The incumbent works on the 18 th 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. Travel will be required locally and within the state.	



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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