



Classification: Analyst II
 Position Number: 880-250-5393-730

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-250-137	Classification Title: Analyst II	Position Number: 880-250-5393-730
Incumbent Name: Vacant	Working Title: Analyst II	Effective Date: May 2026
Tenure: Permanent	Time Base: Full-Time	CBID: R01
Division/Office: Water Quality		Section/Unit: Administrative Support Section/Administrative Support Unit
Supervisor's Name: Brittani Evans		Supervisor's Classification: Supervisor II

Human Resources Use Only:	
HR Analyst Approval: Kathleen Hill	Date: May 28, 2026

<p>General Statement</p> <p>Under the supervision of a Supervisor II 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>Position Description</p> <p>The Analyst II (All) is responsible for providing timely and professional analytical assistance to staff within the Department, by phone, e-mail, mail, and in person. The All is required to work independently, communicate effectively, manage multiple tasks, formulate recommendations, apply a high level of analytical thinking and problem solving, and become proficient in all analytical duties. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.</p>



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Essential Functions (Including percentage of time):

30%	Provide administrative services, by collecting and analyzing data as it relates to programs and processes in the Division of Water Quality and make recommendations based on these assessments. Assist in coordinating and preparing fiscal documentation for grant applications and amendments. Analyze and coordinate facilitation of Direct Charge Reports with section and unit managers within the Division. Perform close out tasks, track, and document data for Underground Storage Tank closures. Assist in analyzing and getting manager approval and data entry for Executive Director Reports. Review, approve, and log invoicing and procurement documents. Review and manage fiscal issues related to grant budgets through consultation and coordination with the Division of Administrative Services, Division of Financial Assistance, U.S. Environmental Protection Agency (USEPA), and administrative staff, track, log, and submit reporting findings. Serve as a backup in the review, editing, and routing of Out of State Travel Forms, conference requests, In State Travel Forms, leadership hours, and mandated training for DWQ staff in coordination with Travel and Training DWQ staff.
25%	Provide analytical and fiscal support to the Division program change proposals, and program task requests for adjustments or shifts in the DWQ budget allotment. Monitor program allotments and expenditures. Define problematic areas and coordinate corrections to understand the funding of DWQ positions and PCA codes used by staff in various water quality programs. Coordinate and meet with the Budget Office to resolve allocation, direct charge, and funding issues.
25%	Develop, implement, monitor, and report to Division management project workflows, board response inquiries, and regional board coordination. Complete and analyze special projects and serve as back up to other administrative support analysts as needed.
15%	Analyze administrative processes and make recommendations. Assist in implementation of new processes, including guidance documents, scheduling and facilitating meetings, giving and receiving feedback. Communicating processes with management and the Department.

Marginal Functions (Including percentage of time):

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 for extended periods of time. In addition to utilizing a phone and virtual conferencing hardware and software and use a keyboard for extended periods of time. Ability to retrieve and/or move files, documents, or materials of up to 15 pounds. The ability to move or carry more than 50 lb. when working with physical files/documents.



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Typical Working Conditions:

This position is headquartered in downtown Sacramento. While at the base of operation, the incumbent works on the 15-floor of a climate-controlled office under natural and artificial lighting, and in a smoke-free environment. Multi-floor buildings are equipped with elevators and stairs. During remote work, a conducive working space set up outside the office will be required. The work schedule is Monday through Friday, 8:00 AM to 5:00 PM.

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