



Classification: Analyst I
Position Number: 880-210-5157-720

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-210-011	Classification Title: Analyst I	Position Number: 880-210-5157-720
Incumbent Name: Vacant	Working Title: Equal Employment Opportunity (EEO) Investigator	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: R01
Division/Office: Executive Office		Section/Unit: Equal Employment Opportunity (EEO) Office
Supervisor's Name: Serena Diaz		Supervisor's Classification: Supervisor I

Human Resources Use Only:	
HR Analyst Approval: <i>Neufu Fakhri-Lun</i>	Date: 06/26/2026

General Statement
Under the supervision 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 incumbent performs a wide range of sensitive, analytical assignments and consultative services related to the programs administered by the EEO Office. Using tact and diplomacy, the incumbent will maintain confidentiality and communicate effectively.

Essential Functions (Including percentage of time):	
20%	Investigate the less complex discrimination, harassment, or workplace violence complaints under the supervision of the Supervisor I. Provide general guidance to staff, complete intake of complaints, prepare investigatory interviews, and conduct investigations (interview complainants, witnesses and respondents). Compose investigative findings reports and memos and meet with all levels of management, as necessary, regarding the investigations. Maintain a current understanding of federal and state laws, regulations and trends relating to EEO. Create and maintain files as needed.
20%	With assistance from the Supervisor I, respond to requests for reasonable accommodation (RA), including intake, requesting medical substantiation, researching accommodations, engaging in interactive meetings with staff and management, maintaining documentation, and ensuring accommodations are processed in a timely manner. Provide general guidance to supervisors and managers on issues and inquiries related to RA. Stay up to date on state and federal regulations relating to disability rights in employment settings.
20%	Act as the EEO liaison with all levels of staff to schedule and coordinate mandated EEO training statewide and update tracking database and/or the Training Office with attendance verification received from staff. Ensure database is updated and accurate with completed trainings and communicate with staff that are not compliant in completing the required Sexual Harassment Prevention training. Independently provide EEO training to rank and file staff and occasionally collaborate with other EEO staff to conduct training courses given to supervisors and managers. Complete training surveys, create training materials and assist with training presentations as needed.
20%	Administer and track the Limited Examination and Appointment Program (LEAP) to ensure all evaluations are properly prepared and submitted timely. Act as the coordinator for the Upward Mobility Program and Employee Assistance Program (EAP), including providing announcements to the entire SWRCB. Serve as the EEO Liaison for the Disability Advisory Committee (DAC) and attend all DAC meetings to ensure meetings are effective and provide EEO guidance and approval as needed. Act as the contract lead and work with appropriate parties to successfully implement contracts needed for the EEO Office.
15%	Conduct the annual Workforce Analysis, including making recommendations to the EEO Officer for changes to address any significant underutilizations and prepare mandated reports for submittal to CalHR. Conduct the SWRCB's biennial Language Survey and complete the Implementation plan. Work with the Office of Public Participation to ensure services of the State and Regional Boards are available to members of the public, in compliance with the Dymally-Allatore Bilingual Services Act.
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, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works on the 18th floor of a high-rise office building in downtown Sacramento, in a non-windowed cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory travel, including evening and overnight trips, may be necessary during the year. Travel will 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



Classification: Analyst II
Position Number: 880-210-5393-xxx

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-210-011	Classification Title: Analyst II	Position Number: 880-210-5393-xxx
Incumbent Name: Vacant	Working Title: Equal Employment Opportunity (EEO) Investigator	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: R01
Division/Office: Executive Office	Section/Unit: Equal Employment Opportunity (EEO) Office	
Supervisor's Name: Serena Diaz	Supervisor's Classification: Supervisor I	

Human Resources Use Only:	
HR Analyst Approval: <i>Debra Fash-Lua</i>	Date: 06/26/2026

General Statement
Under the 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 incumbent performs a wide range of sensitive, analytical assignments and consultative services related to the programs administered by the EEO Office. Using tact and diplomacy, the incumbent will maintain confidentiality and communicate effectively.

Essential Functions (Including percentage of time):

20%	Independently investigate complex discrimination, harassment, and workplace violence complaints. Provide extensive guidance to staff, analyze complaints, prepare investigatory interviews, and independently conduct investigations (interview complainants, witnesses and respondents). Compose investigative findings reports and memos and meet with all levels of management, as necessary, to present information regarding the investigations and coordinate next steps. Collaborate with other HR offices as necessary when investigations result in policy violations. Maintain a current understanding of federal and state laws, regulations and trends relating to EEO. Create and maintain files as needed.
20%	Independently respond to complex requests for reasonable accommodation (RA), including intake, requesting and analyzing medical substantiation, researching potential accommodations, coordinating interactive meetings with staff and management to review accommodations, providing guidance, maintaining documentation, and ensuring accommodations are implemented in a timely manner. Provide comprehensive assistance to supervisors and managers on issues and inquiries related to RA. Stay up to date on state and federal regulations relating to disability rights in employment settings.
20%	Act as the EEO liaison with all levels of staff to schedule and coordinate mandated EEO training statewide and update tracking database and/or the Training Office with attendance verification received from staff. Ensure database is updated and accurate with completed trainings and communicate with staff that are not compliant in completing the required Sexual Harassment Prevention training. Independently provide EEO training to all levels of staff, including the more complex training courses given to supervisors and managers. Complete training surveys, create training materials and assist with training presentations as needed.
20%	Administer and track the Limited Examination and Appointment Program (LEAP) to ensure all evaluations are properly prepared and submitted timely. Act as the coordinator for the Upward Mobility Program and Employee Assistance Program (EAP), including providing announcements to the entire SWRCB. Serve as the EEO Liaison for the Disability Advisory Committee (DAC) and attend all DAC meetings to ensure meetings are effective and provide EEO guidance and approval as needed. Act as the contract lead and work with appropriate parties to successfully implement contracts needed for the EEO Office.
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Employee Name	Employee Signature	Date