



Classification: Associate Governmental Program Analyst
Position Number: 800-600-5393-840

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-600-200	Classification Title: Analyst II	Position Number: 800-600-5393-840
Incumbent Name: Vacant	Working Title: Analyst II	Effective Date: July 2026
Tenure: Permanent	Time Base: Full-Time	CBID: R01
Division/Office: Administrative Services Division/Business Operations Branch		Section/Unit: Procurement and Business Support Section Procurement, Policy, and Support Unit – Z
Supervisor's Name: Heather Prasad		Supervisor's Classification: Supervisor I

Human Resources Use Only:	
HR Analyst Approval: Kathleen Hill	Date: July 2026

General Statement	
Under the 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	
Under the direction of a Supervisor I, the incumbent is responsible for technical and analytical work relating to the review, analysis, preparation, and development of Information Technology (IT) and Non-IT commodity acquisitions. The incumbent ensures that program objectives are met while protecting the interests of the State, working cooperatively with Water Boards staff and control agencies. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.	
Essential Functions (Including percentage of time):	
45%	Perform the more difficult and complex technical and analytical work relating to the review, preparation, and development of IT and Non-IT commodity acquisitions for assigned organizations and interact with all levels of management regarding commodity acquisition-related issues. Analyze complex acquisition requests submitted by assigned customers and prepare all appropriate acquisition documents for approval. This includes obtaining prices,



	conducting detailed analyses of scopes of work, plans and specifications, contract budget, competitive bid solicitation, and documentation. Negotiate and resolve conflicts regarding acquisition provisions to ensure that program objectives can be met, and the interests of the State are protected, and to obtain intradepartmental and control agency approvals where needed. Work cooperatively with and advise Water Boards staff on appropriate interpretation of the requirements and all aspects of the acquisition process during acquisition development. Initiate appropriate documents, add vendors, research to resolve discrepancies, and enter information into the California State Contracts Register (CSCR) System and Financial Information System for California (FI\$Cal). Serve as a FI\$Cal Super User to develop and prepare Statewide procurement activities in FI\$Cal. Authorize acquisition expenditures within delegated limits; coordinate with the budget office to ensure adequate funding availability. Issue Purchase Orders or provide purchase via Procurement Card (P-Card) following State and Agency policies and procedures. Serve as liaison between Water Boards staff and all control agencies. Incumbent must complete required training courses per policy on an ongoing basis in addition to training courses assigned by management. Upon completion of each training course, the attendee must update the appropriate logs and notify the relevant staff members. The incumbent may be assigned new projects and/or serve in a lead capacity on projects, as needed.
20%	Interpret and apply contract laws, policies, and procedures to ensure compliance with the Government Code (GC), Public Contract Code (PCC), Department of General Services' (DGS) policies and procedures, and Water Board's policies and procedures relative to contracts and commodity acquisitions. Analyze State Contracting Manual updates and DGS procurement bulletins to determine impact to the Water Boards' purchasing program and make policy / procedural changes as required. Analyze legislation and draft bill analysis on legislation that may impact the Water Boards' purchasing program. Analyze the Water Boards' purchasing program to identify documentation deficiencies and propose documentation solutions by developing or updating procurement-related forms. Coordinate, develop, draft, and prepare procurement-related updates to the Water Board's procurement manual, forms, instructions, and training modules. Draft policy and procedure notifications for distribution to both internal and external contacts. Provide year-round outreach training to customers on procurement form changes and how to utilize them in the performance of their duties. Support other miscellaneous Policy, Procurement, and Business Operations duties, as assigned. Advocate for the Small Business/Micro Business/Disabled Veteran's Business Enterprise (SB/DVBE). Conduct outreach efforts to meet requirements and/or participation goals for SB/DVBE. Assist staff in locating certified businesses to ensure compliance with legislatively mandated SB/DVBE participation goals. Provide information to buyers, requestors, management, and/or shareholders concerning methods to maximize utilization of SB/DVBE opportunities, including the use of incentives as the Water Boards may award a contract for the acquisition of Information Technology (IT) and non-IT goods and services to a certified small business, including a microbusiness, or to a disabled veteran business enterprise. Attend Control Agency and stakeholder meetings and conduct outreach efforts to help meet SB/DVBE participation goals. Develop and implement Water Boards SB/DVBE First Policy. Create policies and procedures to implement internal control and compliance with SB/DVBE statutory requirements. Analyze proposed SB, and or DVBE legislation, and draft bill analysis



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	on legislation that may impact the Water Boards' procurement, contracting, and business service operations. Draft and timely submit reports related to SB/DVBE activities including the Consolidated Annual Report (CAR), State Agency Buy Recycled Campaign (SABRC), DVBE Subcontracting Report (DGS PD 810D), and State Agency Reporting Center (SARC).
20%	Provide year-round, site-specific training to Water Boards staff statewide on all aspects of procurement and FI\$Cal activities. Develop in-house procurement and FI\$Cal training and training materials. All trainings are expected to be hosted by Procurement if the training is completed via Teams or in an online format all Procurement staff are required to have their camera on if presenting or if requested by management. Assist other procurement analysts in training techniques and preparation for giving training to Water Boards organizations statewide. Compile reports, forms, correspondence, project activity reports and complete other special projects as needed. On a rotational basis, prepare the State Agency Buy Recycled Campaign (SABRC) Procurement Annual Report. Advise clerical and professional staff on techniques for collection of statistical data. Support other miscellaneous Policy, Procurement, and Business Operations duties, as assigned.
10%	In compliance with the Public Records Act (PRA) and in cooperation with the Office of the Chief Counsel, act as the primary contact for requests received from the public on Water Boards procurement and contracting activities. Assist with the development and maintain policy and procedures related to the release of information to the public. Ensure branch staff are aware of policy and procedures and comply with PRA requests in a timely manner. Assist with the development and utilize a standard tracking system and centralized storage of pending and completed requests. Support other miscellaneous Policy, Procurement, and Business Operations duties, as needed.

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 work-issued laptop and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 50 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 an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Occasional evening and weekend work, may be necessary as needed. Ability to effectively handle stress and multiple deadlines. Willingness to accept challenges and handle multiple projects simultaneously. Demonstrated ability to work independently, performing research, gathering information to reach sound decisions through detailed analysis. Ability to speak publicly, present to large groups and explain complex issues in a concise manner. Travel may be required, sometimes overnight and/or off-site meetings alone or with others locally and out-of-town for meetings, presentations, and



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training using various modes of transportation. For meetings/Trainings hosted via Teams or in an online format on camera appearance is required if requested by management. Frequent use of a computer, related software applications, a camera, the internet, and the telephone. In compliance with the CalEPA policy this position is currently eligible for telework.

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
Heather Prasad		
Employee Name	Employee Signature	Date