



Classification: Analyst I  
 Position Number: 880-550-5157-XXX

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 25-550-189	<b>Classification Title:</b> Analyst I	<b>Position Number:</b> 880-550-5157-XXX
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Analyst I	<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 Financial Assistance/Cleanup Fund Branch		<b>Section/Unit:</b> Reimbursements Section/Closures and Support Services Unit
<b>Supervisor's Name:</b> Fatemah Martinez		<b>Supervisor's Classification:</b> Supervisor I

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> Danielle Klemencic	<b>Date:</b> 7/07/2026

<b>General Statement</b>
Under the supervision of a Supervisor I and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the Analyst I 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.
<b>Position Description</b>
The Analyst I performs a variety of analytical support tasks in a fast-paced, production, and cooperative environment.
<b>Essential Functions (Including percentage of time):</b>



<p>40%</p>	<p><b><u>Public Records Act/Records Retention Coordinator</u></b></p> <p>Act as a Public Records Act Coordinator, identify sensitive and high-profile Public Record Acts (PRAs) that require additional coordination. Independently research, review, assess, and develop responses to public records inquiries in a timely manner in accordance with mandated timeframes set by law. Provide complete and accurate information in writing and advise the inquiring parties of the policies and procedures to access the records. Research, analyze and determine confidential records that are not accessible unless specifically subpoenaed by a court of law. Coordinate with legal counsel and comply with any restraints imposed from subpoenas for documents. Oversee and provide technical and analytical assistance to staff helping to fulfill PRA requests. Create, maintain, and update PRA related processes and procedures.</p> <p>Serve as a Records Retention Coordinator for the Division to ensure compliance with State guidelines and departmental policies. Work directly with the File Room staff, Division of Financial Assistance (DFA) Division Support Unit, and Division of Administrative Services (DAS) Business Services Office to catalog file inventory, prepare Transfer Lists and coordinate file inventory storage at offsite location. Ensure the records retention schedule is current and accurate. Ensure all documentation is accessible for audits and control agency review and conforms to State Water Board Records Retention Policy.</p> <p>Oversee assigned file room and activities. Assist with internal and external audits. Perform internal audits of administrative files to ensure all requirements and special conditions have been met. Provide solutions to resolve any issues to management.</p>
<p>30%</p>	<p><b><u>Procedures, Forms, and Other Electronic Content</u></b></p> <p>Ensure electronic content of the Cleanup Fund Branch’s website meets all applicable state and federal accessibility requirements. Coordinate and oversee the appropriate placement of information on the various programs’ webpages. Review, analyze, and recommend changes to management regarding the website readability, public understanding, and educational worth. Work with the various program managers to ensure information contained on the website is up to date.</p> <p>Create, design and layout new forms and guidance material for internal and external stakeholder use. Prepare and update various electronic publications for the Cleanup Fund Branch. Work with legal counsel to make sure all forms and publications are legally accurate and do not misrepresent the intent of the Cleanup Fund Branch programs. Coordinate with the State Water Board’s Forms Coordinator to ensure forms meet policy and procedures approved through the Department of General Services.</p> <p>Implement, recommend, create, enhance, and maintain procedures for process improvement. Establish and maintain a procedure library for the Cleanup Fund Branch and coordinate procedure updates with the DFA Program Support Unit. Ensure procedures are set up and structured consistently between the DFA branches and the Cleanup Fund Branch. Work closely with program managers to create and revise procedures for overall effectiveness.</p>



Classification: Analyst I  
 Position Number: 880-550-5157-XXX

20%	<p><b><u>Released Payment Discrepancies/Accounts Receivables</u></b></p> <p>Operate as a liaison between the Cleanup Fund Branch and DAS Accounting Office on released payment discrepancies and Accounts Receivable (A/R) matters. Individually research each issue using hard copy files, FI\$Cal, State Clean Up Fund Improved Information System (SCUFIIS), and GeoTracker and, as needed, work with the appropriate analysts and/or managers to resolve the matter. Issue A/R and collections notices to entities with overdue balances. Create and maintain a catalog of records for each problem and resolution for auditing and tracking purposes. Prepare detailed Discharge of Accountability documents or Attorney General referrals for outstanding debts after analyzing program documents and files to accurately reflect the detailed facts of the debt for discharge. Work with the State Controller's Office and DAS Accounting Office to ensure the Discharge of Accountability documentation is completed and processed to remove debt from the appropriate program's accounts. Develop and update the process continually for efficiency and effectiveness. Create, maintain, and update payment discrepancy and A/R related processes and procedures.</p>
-----	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

5%	<p>Complete special assignments, ensuring tasks are completed accurately and by established deadlines. Provide management with project status updates and make recommendations. Implement necessary changes to ensure assignment is successful and deliverables are met. Participate in management and team meetings and activities. Contribute by cooperating and providing input to establish and improve program cohesion while demonstrating sensitivity to others' ideas and suggestions.</p> <p>Back-up the Analyst I in the Cleanup Fund Financial and Reporting Unit. Track reimbursement of costs to ensure that sufficient dollars have been encumbered and correctly paid. Resolve any issues associated with monetary obligations within FI\$Cal, SCUFIIS, and the released payments.</p>
----	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

5%	Perform other duties as required.
----	-----------------------------------

**Typical Physical Conditions/Demands:**

The job requires extensive use of a personal computer and the ability to remain stationary at a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to move 15 pounds, retrieve files and/or documents, work in inclement weather and travel in a vehicle or other mode of transportation for up to ten hours. Occasionally, navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, move more than 20 pounds, remaining stationary for long periods of time, etc.

**Typical Working Conditions:**

The Analyst I works in a high-rise office building. The work schedule is Monday through Friday. Telework and hybrid workspace options may be available based on operational needs. Travel may be required.



Classification: Analyst I  
Position Number: 880-550-5157-XXX

<b>Supervisor Statement</b>		
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