

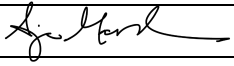


Classification: Analyst II
Position Number: 880-165-5393-701

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-165-003	Classification Title: Analyst II	Position Number: 880-165-5393-701
Incumbent Name: Vacant	Working Title: Analyst II	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R01
Division/Office: Region 6 - Victorville		Section/Unit: Administrative Unit
Supervisor's Name: Sandra Lopez		Supervisor's Classification: Supervisor I

Human Resources Use Only:	
HR Analyst Approval: 	Date: 09/03/2026

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
Analyst II is responsible for providing timely and professional analytical assistance to the public and staff within the Board, by phone, e-mail, mail, and in person. Analyst II 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, primarily in the area of personnel and analyses related to water quality control programs, planning, and new state and federal laws and regulations. Daily proficient utilization of office equipment and the Microsoft 365 apps and services is required.



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Essential Functions (Including percentage of time):

20%	Independently assess the Board's purchasing and leasing needs. Determine appropriate purchase methods and authorize expenditures within defined limitations. Develop spreadsheets to project expenditures, analyze anticipated procurement needs, and prioritize those needs. Formulate alternatives and make recommendations to management to ensure the region can meet procurement needs within existing fiscal constraints. Secure bids and prepare necessary documents, including justifications, for equipment, repair, and maintenance. Act as Contract Manager to perform administrative functions of contract management. Review contract invoices to ensure deliverables are met and advise contract managers of potential issues. Analyze invoices to ensure accuracy, legitimacy, and compliance with Water Board policies. Dispute erroneous invoices and proactively resolve billing issues with vendors. Prepare necessary procurement documents in compliance with the State Administrative Manual and Water Board guidelines. Prepare equipment survey documents.
15%	Analyze and track data from California Integrated Water Quality System (CIWQS), Stormwater Multiple Application and Report Tracking System (SMARTS), and GEOTRACKER databases including inspections planned and completed, reports required and received, violations, corrective actions and enforcement actions planned and taken while resolving any discrepancies. Develop reports, analyze results, and communicate that information effectively both internally and externally. Prepare monthly and quarterly reports on specific program performance targets that are necessary to ensure that the organization meets its obligations and deploys staff resources efficiently. Evaluate program and individual task outputs to report on accomplishments and progress in meeting individual and regional commitments in annual work plans. Work independently, using computer software applications such as Excel and Access and other reporting features within the above-mentioned databases; extract, analyze, and summarize data from various documents to prepare in-house tracking reports for management. Interpret and analyze water quality data and other compliance data for Waste Discharge Requirements (WDR), i.e., permits, and other Board Orders, to ensure that information reflects accurate water quality data as it relates to regional board policy and requirements. Review and report the results of compliance screening to technical staff. Consult technical staff for follow-up actions to ensure the information reflects accurate water quality data. Review for completeness and accuracy administrative items such as ownership changes, location changes and fee information. Act as Fee and CIWQS Coordinator; create and maintain regulatory measures efficiently for fee invoices annually billed to dischargers; approve monitoring report requirements for projects; approve user rights for technical staff; participate in the CIWQS Cleanup Committee to ensure information is input correctly as stated by the CIWQS business rules. Participate in CIWQS teleconference meetings and provide systems update information to staff. Input data into SMARTS and provide status reports to management. Determine proper coding for fees received, deposit checks and cash received, and compile and transmit Report of Collections.



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15%	Organize office services operations by planning and implementing office services procedures and systems. Act as liaison to region management, State Board Facilities, and the office property manager to identify, resolve, and monitor problems in the office environment. Ensure proper building maintenance and repair issues receive prompt attention by the property management company. Conduct regular safety inspections of general office areas to identify unsafe conditions and work practices. Take action to improve, reduce, or eliminate identified safety problems, and develop and recommend alternative solutions to management. Respond to staff inquiries related to office safety and emergency responses. Coordinate with Health & Safety staff to maintain and update the office emergency plan.
15%	Act as Training Coordinator, review and evaluate training requests; determine and obtain required documentation; coordinate the region's training needs with management, staff, and Training Services; develop and maintain a tracking system to document required staff Health & Safety training.
15%	Identify and maintain financial assurances compliance and enforcement program for the region. Consult with State Water Board financial staff and external financial institutions to develop understanding of available financial assurance instruments. Evaluate such instruments and identify for regional board and State Water Board management a list of effective financial assurance instruments that will ensure adequate funding will be available to address the water quality impacts of known or reasonably foreseeable releases at the region's facilities that have been abandoned by regulated parties. Coordinate with regional board and State Water Board Program staff and enforcement staff in developing and implementing a compliance and enforcement program. The goal of the program is to effectively and efficiently optimize compliance with the State's financial assurance laws, policies, and regulations for land disposal facilities.
15%	Utilizing Americans with Disabilities Act (ADA) accessibility remediation software (CommonLook PDF and CommonLook Office), perform accessibility checks to ensure office-wide documents are ADA-compliant prior to dissemination. Review and revise PDF tagging structures to meet current ADA compliance guidelines. Collaborate with technical staff to make ADA accessibility revisions needed in the source documents. To assist and serve as a resource to all staff on administrative functions and procedures. Assist in preparing documents and special reports to meet State Board and Regional Board objectives.
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 a desk for extended periods of time, utilize a phone, virtual conferencing hardware and software, and type on a keyboard for extended periods of time. Ability to retrieve and/or move files, documents, or materials of up to 15 pounds. Ability to move/push/pull up to 50 pounds when moving boxes of physical files/documents.

Typical Working Conditions:

The incumbent works in an office building in Victorville, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required.

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