



Classification: Analyst I
Position Number: 880-150-5157-XXX

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-150-015	Classification Title: Analyst I	Position Number: 880-150-5157-XXX
Incumbent Name: Vacant	Working Title: Analyst I	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: R01
Division/Office: Central Valley Regional Water Quality Control Board/Rancho Cordova		Section/Unit: Operational Support Unit
Supervisor's Name: Ashlyn Ross		Supervisor's Classification: Supervisor I

Human Resources Use Only:

HR Analyst Approval: *Reynold Jackson-Luna*

Date: 09/14/2026

General Statement

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 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 Analyst I is responsible for providing timely and professional analytical assistance to staff on various assignments and projects associated with the planning, implementation, and administration of the Region's management, digitization, SharePoint sites, and other support services activities and assignments for the Administrative Program. The Analyst I will review laws and regulations to develop and update policies, procedures, and forms related to daily business operations. The Analyst I is required to work in a team environment, assist higher classifications, work independently, communicate effectively, manage multiple tasks, and formulate draft recommendations. To best support the functions of the Operational Support Unit, this position requires regular attendance, daily proficient utilization of office equipment and Microsoft Office Suite, knowledge of departmental policies, procedures, and conduct and proficiency in analytical duties.

Essential Functions (Including percentage of time):

30%	Serve as an analyst for the Regional Board's File Inventory System (FIS) database and records management activities; maintain and monitor the FIS to ensure records are accurately inventoried, organized, indexed, and readily retrievable across all Region 5 offices. Develop, maintain, and make recommendations to improve procedures related to records management; provide guidance to staff regarding record management procedures, filing requirements, and use of the FIS. Serve as the primary contact between the Department of General Services (DGS) State Records Center (SRC) and the Regional Board; coordinate the retrieval and return of records maintained at the SRC; maintain accurate logs of records stored at the SRC. Prepare Transfer Lists (TL) for the movement of records to the SRC; review quarterly authorizations of TLs identified for destruction after their established storage period; collaborate with program staff to determine whether the records within the TL have reached the end of their required retention period; maintain documentation of records authorized for destruction or extended retention.
30%	Coordinate the Region's ongoing digitization efforts; develop and implement processes for identifying, preparing, indexing, organizing, and maintaining records converted from physical to electronic format; utilize GeoTracker, SharePoint, Excel, and other internal databases to store digitized records; establish consistent naming conventions and organizational standards to ensure records are accurate and readily retrievable. Provide guidance on standardized digitization procedures. Monitor scanning and digitization to ensure records are captured accurately and associated with the appropriate program and regulated facilities. Utilize tracking tools to monitor digitization projects, including records identified for digitization, records in process, completed records, and digital storage location; analyze tracked data to identify backlogs, errors, and process improvement opportunities; prepare and provide status reports to management regarding progress, quality control issues, and other related activities as needed; use quantitative data to support management decision making, workload planning, and prioritization of digitization.
20%	Serve as the SharePoint Site Coordinator and primary resource for Administrative SharePoint sites. Consult with program staff to assess business needs; plan, implement, and maintain libraries to support staff resources and administrative processes. Monitor site content, resolve organization issues, enhance usability; provide guidance on SharePoint's functionality, document organization, and publishing practices according to established site-management practices; evaluate existing structures, identify outdated and inaccurate information, and coordinate corrective action; develop recommendations for improving information architecture, navigation, accessibility, and searchability. Review SharePoint site access and permissions for compliance with regional standards; conduct quarterly audits of elevated permissions; coordinate immediate reviews resulting from changes in job duties, transfers, or separations; review requests for external document sharing. Develop and maintain SharePoint procedures, reference materials, and resources; work collaboratively with the Division of Information Technology (DIT) to resolve issues, implement changes, and ensure SharePoint practices remain consistent; report issues, access concerns, and recurring problems.



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10%	Provide administrative support for incoming Public Records Act (PRA) and California Environmental Quality Act (CEQA) requests; coordinate with administrative staff to advise program leads and ensure statutory deadlines are met; review and analyze proposed changes to legislation and advise management on the potential impacts; advise public requestors of the internal procedures to access our records; coordinate subpoena requests with OCC guidance.
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Marginal Functions (Including percentage of time):

5%	Provide administrative support for Board meetings and related activities to support the successful preparation and execution of Board meetings. Provide reception desk support as needed, assisting with coverage during staff absences, high-traffic periods, or special events.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and use a keyboard for extended periods of time. Ability to lift and carry 50 pounds and retrieve files and/or documents. Standing/sitting for long periods of time.

Typical Working Conditions:

The incumbent works in a single-story office building in Rancho Cordova, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Occasional travel may 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: 880-150-5393-710

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-150-015	Classification Title: Analyst II	Position Number: 880-150-5393-710
Incumbent Name: Vacant	Working Title: Analyst II	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: R01
Division/Office: Central Valley Regional Water Quality Control Board/Rancho Cordova		Section/Unit: Operational Support Unit
Supervisor's Name: Ashlyn Ross		Supervisor's Classification: Supervisor I

Human Resources Use Only:

HR Analyst Approval: *Debra Fisher-Luna*

Date: 09/14/2026

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

The Analyst II is responsible for providing timely and professional analytical assistance to staff on various assignments and projects associated with the planning, implementation, and administration of the Region's management, digitization, SharePoint sites, and other support services activities and assignments for the Administrative Program. The incumbent will review laws and regulations to develop and update policies, procedures, and forms related to daily business operations. The Analyst II is required to work in a team environment, assist higher classifications, work independently, communicate effectively, manage multiple tasks, and formulate draft recommendations. To best support the functions of the Operational Support Unit, this position requires regular attendance, daily proficient utilization of office equipment and Microsoft Office Suite, knowledge of departmental policies, procedures, and conduct and proficiency in analytical duties.

Essential Functions (Including percentage of time):

30%	Serve as the lead analyst for the Regional Board's File Inventory System (FIS) database and records management activities; independently maintain and monitor the FIS to ensure records are accurately inventoried, organized, indexed, and readily retrievable across all Region 5 offices. Develop, maintain, and improve procedures related to records management; provide guidance and training to staff regarding record management procedures, filing requirements, and use of the FIS. Serve as the primary contact between the Department of General Services (DGS) State Records Center (SRC) and the Regional Board; coordinate the retrieval and return of records maintained at the SRC; maintain accurate logs of records stored at the SRC. Analyze program records in collaboration with program and legal staff to determine the appropriate records retention schedule for each record type; ensure consistent classification and compliance with records retention schedules; prepare Transfer Lists (TL) for the movement of records to the SRC. Review quarterly authorizations of TLs identified for destruction after their established storage period; collaborate with program staff to determine whether the records within the TL have reached the end of their required retention period; maintain documentation of records authorized for destruction or extended retention. Monitor record management practices for consistency with applicable records retention schedules; assist program staff in determining appropriate filing, retention, and transfer procedures utilizing Office of Chief Counsel (OCC) and Division of Administrative Services (DAS) guidance.
30%	Lead and coordinate ongoing digitization efforts; develop and implement processes for identifying, preparing, indexing, organizing, and maintaining records converted from physical to electronic format; utilize GeoTracker, SharePoint, Excel, and other internal databases to store digitized records; establish consistent naming conventions and organizational standards to ensure records are accurate and readily retrievable. Develop and provide training, instructions, and standardized digitization procedures; monitor scanning and digitization to ensure records are captured accurately and associated with the appropriate program and regulated facilities. Develop tracking tools to monitor digitization projects, including records identified for digitization, records in process, completed records, and digital storage location; analyze tracked data to identify backlogs, errors, and process improvement opportunities; prepare and provide status reports to management regarding progress, quality control issues, and other related activities as needed; use quantitative data to support management decision making, workload planning, and prioritization of digitization.



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20%	Independently serve as the SharePoint Site Coordinator and primary resource for Administrative SharePoint sites; manage, update, and maintain sites to support program operations. Consult with program staff to assess business needs; develop and maintain libraries to support staff resources and administrative processes. Monitor site content, resolve organization issues, enhance usability; provide guidance on SharePoint's functionality, document organization, and publishing practices according to established site-management practices; evaluate existing structures, identify outdated and inaccurate information, and coordinate corrective action; develop recommendations for improving information architecture, navigation, accessibility, and searchability. Manage SharePoint site access and permissions in accordance with regional standards; conduct quarterly reviews of elevated permissions; coordinate immediate reviews resulting from changes in job duties, transfers, or separations; review requests for external document sharing. Develop and maintain SharePoint procedures, reference materials, and training resources; work collaboratively with the Division of Information Technology (DIT) to resolve complex issues, implement changes, and ensure SharePoint practices remain consistent; report issues, access concerns, recurring problems, and recommend improvements to management as needed.
10%	Provide administrative support for incoming Public Records Act (PRA) and California Environmental Quality Act (CEQA) requests; coordinate with administrative staff to advise program leads and ensure statutory deadlines are met; review and analyze proposed changes to legislation and advise management on the potential impacts; advise public requestors of the internal procedures to access our records; coordinate subpoena requests with OCC guidance.

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Supervisor Statement		
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Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date