



Classification: Analyst II
Position Number: 880-155-5393-002

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-155-007	Classification Title: Analyst II	Position Number: 880-155-5393-002
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/Fresno		Section/Unit: Operational Support
Supervisor's Name: Michelle Delena		Supervisor's Classification: Supervisor I

Human Resources Use Only:	
HR Analyst Approval: <i>Reuben Jackson-Luna</i>	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 will independently perform the more complex and varied tasks, assignments, and special projects with the planning, implementation, and administration of the Region's Americans with Disabilities Act (ADA) accessibility guidelines, internal databases, core regulatory program activities, assignments for the Administrative Program, and other support service activities. The Analyst II will review laws and regulations to develop, and update policies, and 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, formulate draft recommendations, and become proficient in all analytical duties. Daily proficient utilization of office equipment and the Microsoft Office.

Essential Functions (Including percentage of time):

30%	Act as the California Integrated Water Quality System (CIWQS) Coordinator for Region 5 in the Fresno office. Input application fee payments into CIWQS. Perform quality assurance and quality control processes. Participate in the Regional Board's CIWQS data processing efforts. Access, evaluate, enter, update, retrieve, and maintain accurate data and create ad hoc reports. Analyze and enter data into the CIWQS database. Maintain and update records by analyzing applications, permits, inspection reports, and other data across all programs and within CIWQS, GEOTracker, SMARTS and other regulatory databases. Develop reports and communicate that information effectively both internally and externally. Respond to inquiry requests in a timely manner providing complete and accurate information.
30%	Collaborate with Region 5 staff on special projects as part of an interdisciplinary team. Perform analytical program support tasks necessary to support core regulatory program activities related to Dredge/Fill, Stormwater, and NPDES programs. Activities include reviewing and interpreting program technical reports and evaluating whether the requisite information is contained in the reports per program-specific requirements. Research program information; compare program deliverables and technical reports received and ensure they are complete. Apply business and program standards and/or technical/scientific protocols when creating and preparing documents including, but not limited to agendas, reports, presentations, correspondence, and meeting materials.
20%	Serve as the Records Coordinator; research, process, track, and respond to public records and formal Public Records Act (PCA) records requests; provide responses within ten days of receipt. Review and research database records including CIWQS, GEOTracker, and SMARTS records and prepare responses. Respond to additional questions regarding files or records provided and contact the corresponding program for additional information; act as liaison between technical staff and requestors regarding records and request historical files from State Records Center Archives. Manage, retrieve, and coordinate access to historical and current records stored in State Records Center Archives or maintained in-house. Ensure that records are accurately stored, retrieved, reviewed, and provided to internal staff or external requestors. Oversee the organization, accessibility, and maintenance of all records held within the office, ensuring that staff and public requestors can reliably obtain accurate and complete information.



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10%	Serve as an Accessibility Liaison for Region 5 staff. Review, analyze, and remediate new and existing publicly available electronic documents to ensure web accessibility and compliance with ADA guidelines, AB 434, and other accessibility related laws. Independently review and analyze documents from standard PDFs to Microsoft Office files (Word, Excel, PowerPoint) to ensure web accessibility and compliance. Research and respond to Regional Board web content creators' inquiries by applying knowledge of web accessibility standards and requirements prior to web posting. Conduct quality assurance testing/evaluations and suggest potential solutions for document accessibility. Use CommonLook software to ensure consistency and compliance. Implement approved changes to the Region's accessibility processes and procedures. Develop and coordinate effective ADA guideline training for the Region's staff to verbally deliver guidance to web content creators.
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Marginal Functions (Including percentage of time):

5%	Perform daily management of our laboratory contract including preparing bid packages, evaluating bids, assisting staff with analytical services, and working with the contracted laboratory. Work with the lab to make sure analytical samples are received in accordance with lab procedures and work with staff to ensure requests are in line with the contract.
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 50 pounds and retrieve files and/or documents. Standing/sitting for long periods of time, etc.

Typical Working Conditions:

The incumbent works in a single-story office building in Fresno, 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 with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date