



Classification: Analyst III
Position Number: 880-230-5402-XXX

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-230-005	Classification Title: Analyst III	Position Number: 880-230-5402-XXX
Incumbent Name: Vacant	Working Title: Legislative Policy Lead	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: R01
Division/Office: Office of Legislative Affairs		Section/Unit: Office of Legislative Affairs
Supervisor's Name: Michael Read		Supervisor's Classification: Supervisor I

Human Resources Use Only:	
HR Analyst Approval: <i>Reuben Fakhri-Luna</i>	Date: 09/15/2026

General Statement
Under the general direction of the Supervisor I and consistent with good customer service practices and the goals of the State and Regional Water Boards' 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 III serves as a senior legislative advisor responsible for analyzing complex and sensitive legislative proposals and advancing the Water Boards' legislative priorities through strategic engagement with internal and external stakeholders. The incumbent performs the most complex analytical work within the Office of Legislative Affairs and provides consultative services to executive leadership regarding legislative strategy, policy development, stakeholder considerations, and organizational impacts.
The incumbent independently manages high-profile legislative assignments with significant policy, fiscal, operational, and political implications. The position serves as a lead coordinator on sensitive legislative issues requiring extensive collaboration among Water Board programs, Regional Water Quality Control Boards, legislative offices, state agencies, and external stakeholders. The incumbent exercises a high degree of independence, sound judgment, and discretion while providing strategic recommendations that support informed executive decision-making.

Essential Functions (Including percentage of time):

35%	Independently research, evaluate, and analyze complex state and federal legislation affecting Water Board authorities, programs, and priorities. Conduct advanced policy analysis of proposed legislation, including evaluation of fiscal, legal, operational, regulatory, and implementation impacts. Identify emerging legislative trends and assess potential risks and opportunities to the organization. Develop policy alternatives and strategic recommendations for executive leadership regarding legislative positions, amendments, negotiations, and advocacy efforts. Evaluate the potential impacts of legislative proposals on Water Board authorities, programs, operations, funding, and regulatory responsibilities, including matters affecting multiple divisions, Regional Water Quality Control Boards, and statewide policy implementation. Prepare and review complex legislative analyses, enrolled bill reports, briefing materials, position papers, issue summaries, and executive correspondence. Draft legislative language and amendments to address programmatic and policy concerns and support the Water Boards' legislative priorities.
25%	Serve as the lead coordinator for complex and high-profile legislative issues requiring collaboration across multiple programs, Regional Water Quality Control Boards, state agencies, and other interested parties. Facilitate the development of unified organizational positions on proposed legislation and ensure legislative analyses accurately reflect programmatic, legal, fiscal, and policy considerations. Provide advanced consultative services to executive management, Board Members, legal counsel, and program leadership regarding legislative strategy, interested party concerns, political considerations, and policy implications. Lead efforts to resolve conflicting program perspectives and develop consensus recommendations on sensitive legislative matters.
20%	Develop and maintain strategic working relationships with legislative offices, committee consultants, state agencies, associations, regulated entities, local governments, and other interested parties. Represent the Water Boards in legislative meetings, stakeholder discussions, and policy forums to communicate organizational priorities and obtain information regarding legislative developments. Lead legislative outreach efforts related to assigned bills and policy initiatives, including negotiating amendments, addressing stakeholder concerns, identifying areas of compromise, and advancing Water Board priorities through collaborative engagement.



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15%	Prepare complex written and verbal communications for Board Members and executive leadership regarding legislative issues, hearings, and stakeholder concerns. Coordinate preparation of testimony, hearing materials, briefing packages, talking points, and legislative meeting materials. Monitor legislative hearings, committee actions, budget proposals, and other developments affecting Water Board programs and provide timely strategic recommendations regarding emerging issues, legislative opportunities, and potential organizational impacts. Assess potential impacts on the Water Boards' statewide regulatory authorities, program implementation responsibilities, funding resources, and strategic priorities. Identify developments that may affect multiple divisions, Regional Water Quality Control Boards, or statewide initiatives, and provide recommendations regarding organizational risks, opportunities, and response strategies.
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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 desk, utilize a phone, and use a keyboard for extended periods of time. Ability to lift 15 pounds and retrieve files and/or documents. Occasionally the incumbent may need to navigate uneven, rugged terrain for extended periods of time, and be in varied temperatures and outdoor environments while on travel assignments.

Typical Working Conditions:

The incumbent works on the 24th 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. Mandatory overtime, including evening and weekend work may be necessary during the legislative session or when the department is mission tasked. 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