



Classification: Analyst II
Position Number: 880-230-5393-712 & 714

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-230-006 26-230-007	Classification Title: Analyst II	Position Number: 880-230-5393-712 880-230-5393-714
Incumbent Name: Vacant	Working Title: Engagement Coordinator	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: R01
Division/Office: Office of Public Engagement Equity and Tribal Affairs	Section/Unit: Office of Public Engagement Equity and Tribal Affairs	
Supervisor's Name: Johannus Reijnders	Supervisor's Classification: Supervisor I	

Human Resources Use Only:	
HR Analyst Approval: <i>Debra Fisher-Lee</i>	Date: 09/22/2026

General Statement
Under the direction of the Supervisor I, and consistent with good customer service practices and the goals of the California Water Boards' Strategic Plan, the employee is expected to be courteous and provide timely responses to internal/external stakeholders, follow through on commitments, and to solicit and consider internal/external stakeholder input when completing work assignments.
Position Description
Support the Water Boards' efforts to preserve, enhance, and restore California's water resources and drinking water to protect the environment, public health, and all beneficial uses through engagement and outreach, particularly with environmental justice communities, rural, and disadvantaged communities. Provide public engagement assistance on a variety of water resource issues, including small water system consolidation, administrator appointments, emergency drinking water, and other drinking water needs. Collaborate with the Safe and Affordable Funding for Equity and Resilience (SAFER) drinking water program to identify and develop outreach activities that support communities in achieving short- and long-term solutions for safe and affordable drinking water. Assist with coordination of the SAFER Advisory Group as needed, a high-profile consultative body that provides the State Water Board with constructive advice and feedback on the Safe and Affordable Drinking Water Fund Expenditure Plan



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and related policies and analyses. Work with local technical assistance providers, community groups and representatives, and other Water Boards' divisions to develop engagement approaches that help communities understand and evaluate drinking water solution options, move beyond historical conflicts, build capacity to participate in water-related decision-making, establish equitable governance structures, and maintain progress toward sustainable drinking water solutions. Assist the Water Boards' Tribal Affairs team in engaging California Native Americans and Tribes on short and long-term drinking water solutions, as needed. Proficiency in the Microsoft Office Suite, including Word, Excel, SharePoint, PowerPoint, Teams, and Outlook, is required.

Essential Functions (Including percentage of time):

25%	Analyze public engagement needs for Safe and Affordable Funding for Equity and Resilience (SAFER) drinking water projects and recommend appropriate engagement, outreach, and communication approaches. Develop and implement engagement plans that support communities in understanding, evaluating, and advancing short- and long-term solutions for safe and affordable drinking water. Coordinate and lead community meetings, workshops, webinars, and other outreach activities related to drinking water solutions, including small water system consolidation, administrator appointments, emergency drinking water, and other SAFER-related projects. Visit affected communities to provide information, gather and assess community input, explain Water Boards programs and potential drinking water solutions, and identify barriers to implementation. Develop plain-language materials that explain drinking water conditions, available options, program requirements, funding opportunities, and decision-making processes. Evaluate stakeholder input and engagement outcomes and recommend adjustments to SAFER outreach strategies, materials, and processes.
20%	Establish and maintain working relationships with disadvantaged communities, environmental justice organizations, community-based organizations, Tribal representatives, local governments, water systems, technical assistance providers, and other stakeholders involved in SAFER projects. Identify and assess community concerns, stakeholder needs, and barriers to achieving safe and affordable drinking water solutions and coordinate with SAFER program staff and other Water Boards divisions to address issues. Analyze and triage stakeholder concerns and inquiries, determine appropriate responses or referrals, and elevate complex or sensitive issues to management. Participate in interagency and cross-program working groups related to drinking water solutions, consolidation, technical assistance, funding, and other SAFER activities. Represent the Water Boards at SAFER-related meetings, workshops, conferences, and community events and provide information regarding SAFER programs, processes, and available resources.

20%	Establish and maintain working relationships and strong project management structures with the Divisions of Drinking Water and Financial Assistance involved in SAFER projects. Independently coordinate assigned SAFER projects and engagement activities, establish priorities and timelines, coordinate with subject-matter experts and program staff, track project deliverables, and provide recommendations to management based on analysis of program, community, and stakeholder needs. Support other SAFER drinking water initiatives and special assignments involving outreach, engagement, technical assistance, funding, consolidation, emergency drinking water, and development of long-term drinking water solutions.
15%	Develop and maintain plain-language, accessible SAFER public engagement materials, including fact sheets, presentations, community updates, meeting notices, handouts, and other resources explaining drinking water quality, affordability, system challenges, available assistance, and potential solutions. Evaluate existing SAFER outreach materials and engagement processes by gathering and analyzing input from communities, technical assistance providers, Water Boards staff, and management and recommend improvements. Develop and maintain engagement tools, templates, guides, training materials, and other resources to support consistent SAFER outreach and community participation. Develop and provide guidance to Water Boards staff and technical assistance providers on community engagement, language access, conflict management, facilitation, and approaches for working with communities experiencing drinking water challenges. Identify emerging engagement issues and recommend improvements to SAFER outreach practices and processes.
Marginal Functions (Including percentage of time):	
10%	Independently coordinate assigned SAFER projects and engagement activities, establish priorities and timelines, coordinate with subject-matter experts and program staff, track project deliverables, and provide recommendations to management based on analysis of program, community, and stakeholder needs. Support other SAFER drinking water initiatives and special assignments involving outreach, engagement, technical assistance, funding, consolidation, emergency drinking water, and development of long-term drinking water solutions.
5%	Assist with coordination of the SAFER Advisory Group, including preparing meeting materials, coordinating participants, supporting meetings and workshops, documenting input, and tracking follow-up actions. Prepare project summaries, findings, and routine reports related to SAFER outreach and engagement activities for OPEETA quarterly reviews, Executive Director reports, and other management reports. Analyze information and prepare correspondence, written reports, budget summaries, and written responses related to SAFER projects for management and executive staff.
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, utilize a phone and a keyboard for extended periods of time. Ability to lift 30 pounds and retrieve files, equipment, and/or documents.

Typical Working Conditions:

The incumbent will work in a single-story office building in downtown Fresno. The work schedule is typically Monday through Friday. Some local and statewide travel may be required to perform job-related duties, which may include overnight and weekend stays.

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