



Classification: Analyst II
Position Number: 880-230-5393-004

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-230-009	Classification Title: Analyst II	Position Number: 880-230-5393-004
Incumbent Name: Vacant	Working Title: Legislative Analyst	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: *Reynolds Fash-Lun*

Date: 10/02/2026

General Statement

Under the direction of the Supervisor I (Assistant Legislative Director) 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 accurate and responsive assistance to staff within the State Water Board and Regional Water Boards, state government, and members of the public by email, phone, and other digital communication, such as Teams or Zoom, and in-person. The Analyst II is required to work independently, communicate effectively, manage multiple tasks, and develop a high level of proficiency in analytical duties. Daily proficient use of the Microsoft Office Suite and standard office equipment is required.



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Essential Functions (Including percentage of time):

40%	Independently research and analyze legislation for its impact on the Water Boards. Monitor each piece of introduced or amended legislation daily. Work with Water Boards staff across portfolio areas to determine direct or indirect effect of state legislation. Develop programmatic and fiscal assessments of legislation on the Water Boards. Coordinate responses with Water Boards staff to external parties such as Assembly and Senate staff on existing authorities and program backgrounds during bill discussions. Synthesize staff feedback and make concise, sound recommendations to the Assistant Legislative Director and Legislative Director regarding positions on and potential amendments to legislation. Help craft amendments in coordination with legal and senior staff. Draft high-quality legislative analyses and enrolled bill reports for Water Boards leadership, California Environmental Protection Agency (CalEPA), and the Governor's Office to consider. Independently and cooperatively work with program staff, legal staff, and senior management to formulate legislative concepts and proposals for future legislative cycles to address Water Boards needs through the CalEPA, the Governor's Office, and the Legislature. Report to Water Boards leadership and Board Members routinely on bill progress.
35%	Provide accurate, responsive, timely feedback to inquiries from legislators related to the Analyst's portfolio area, particularly related to funding and enforcement. Develop strategic briefing materials for the Legislative Director and Executive Office on Water Board priorities. Work collaboratively and independently to prepare executive-level briefs, memos, and presentations for legislative hearings, public events, and confirmation hearings.
20%	Monitor developments in the Analyst's legislative portfolio through external sources, including the regular use of various databases; state and federal hearings; state, trade, and non-governmental reports; and maintain awareness of other media. Routinely utilize various databases to track bills and policy developments. Regularly report on State and Regional Board hearings, workshops, and proceedings. Participate in staff meetings in various regions, offices, and divisions to gather information on program work and provide updates on legislative and policy developments to staff. Observe and report on public meetings for local, state, and federal agencies across California. Digest new academic, non-governmental organization (NGO), and state-issued reports and findings pertinent to the Water Boards to routinely brief Water Boards leadership. Develop deep water-related policy knowledge of other states and federal trends.

Marginal Functions (Including percentage of time):

5%	Perform other duties as needed.
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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, and use a keyboard for extended periods of time. Ability to lift 10 pounds. Occasional optional outdoor site visit would encounter uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, standing/sitting for long periods of time, etc.

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 near natural light in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during the end of the legislative cycle 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
Michael Read		

Employee Name	Employee Signature	Date