



Classification: Analyst I
Position Number: 880-165-5157-702

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-165-009	Classification Title: Analyst I	Position Number: 880-165-5157-702
Incumbent Name: VACANT	Working Title: Analyst I	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R01
Division/Office: Region 6 - Victorville		Section/Unit: Administrative Unit
Supervisor's Name: Sandra Lopez		Supervisor's Classification: Supervisor I / Administrative Officer

Human Resources Use Only:	
HR Analyst Approval: <i>Kathleen Hill</i>	Date: 10/08/2026

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 will work independently, communicate effectively, manage multiple tasks, formulate recommendations, apply a high level of analytical thinking and problem solving, and become proficient in all analytical duties. The Analyst I will decipher intricate details and connect the dots that might otherwise go unnoticed. The Analyst I will support management, technical staff, and administrative staff to collaborate on process improvements; ensure documents comply with accessibility standards; analyze and track data in various databases; serve as a Public Records Act (PRA) coordinator; review website pages, links, and data for accuracy and relevancy; perform complex formatting of board agenda items and other complex documents and reports; and provide administrative support at regional board meetings held throughout the region. Daily proficient use of office equipment and the Microsoft 365 applications and courier services is required.

Essential Functions (Including percentage of time):

25%	Act as the region's subject matter expert on all Board and fleet related issues. Consult with technical staff on all board item documents and regulatory permit issues. Serve as Microsoft Office and Adobe Acrobat expert to format and prepare complex documents for the region and assist technical staff with document review. Assist the Executive Assistant at the regional board meetings. Troubleshoot office equipment issues. Serve as Fleet liaison for the Victorville office. Collaborate with the Department of General Services for vehicle repairs and ensure that fleet forms are following the State Administrative Manual (SAM) and all mandates issued by the Office of Fleet and Asset Management. Maintain accurate records of vehicle conditions and usage.
25%	Serve as assistant Americans with Disabilities Act (ADA) Coordinator to perform accessibility remediation software (CommonLook PDF and CommonLook Office), perform accessibility checks to ensure office-wide documents are ADA-compliant prior to dissemination. Review and revise PDF tagging structures to meet current ADA compliance guidelines. Collaborate with technical staff to make ADA accessibility revisions needed with documents. Track project statuses and create project status reports for management to ensure milestones and deliverables are met. Regularly review the region's website to ensure links are active and posted documents are ADA compliant.
25%	Serve as Public Records Act (PRA) Coordinator; use Microsoft Excel to gather, tabulate, and analyze PRA tracking data; and prepare bi-weekly reports for management and advise management on impact of PRA response process. Research and resolve invoice disputes with vendors. Prepare and submit invoice dispute forms, waivers, and Stock Received Reports (STD 128). Assist with inventory management and control.
15%	Serve as Petty Cash Custodian; audit and process requests for reimbursement of miscellaneous items; prepare Petty Cash Reimbursement Form for management approval; request replenishment of Petty Cash funds; and perform fiscal year-end review and reconciliation. Use Microsoft Office and Adobe Acrobat software to format agenda items and assemble board agenda packets for distribution. Provide front office assistance to open and close the office. Respond to inquiries from the public. Troubleshoot office equipment issues. Prepare application fee checks for deposit and make bank deposits. Process conventional and electronic mail. Scan incoming mail into the Electronic Content Management System (ECM) as applicable. Assist technical staff with file reviews. Assist the Executive Assistant at regional board meetings.

Marginal Functions (Including percentage of time):

5%	Analyze web pages for changes needed due to removal of documents and check hundreds of active internal and external internet website links for accuracy and functionality. Analyze errors for broken links and outdated content. Evaluate linked resources to ensure links connect to interactive maps, water system databases, and water quality reports and documents.
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	Coordinate with website developers to evaluate workflows for updating and maintaining website accuracy and reliability.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to remain stationary at a desk, use a phone and keyboard and use virtual conferencing hardware and software, for extended periods of time. Ability to retrieve and/or move files and documents up to 15 pounds. Ability to move up to 50 lbs. when moving boxes of physical files/documents. Telework schedules are available based on operational needs. Remote work requires a conducive working space set up outside the office.

Typical Working Conditions:

The incumbent works in an enclosed single-story office building or telework setting. The work schedule is Monday through Friday. Travel may be required.

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