Classification: Analyst III
Position Number: 880-600-5402-XXX

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-600-074	**Classification Title:** Analyst III	**Position Number:** 880-600-5402-XXX
Incumbent Name: VACANT	**Working Title:** Administrative Liaison	**Effective Date:** November 2026
Tenure: Permanent	**Time Base:** Full-Time	**CBID:** R01
Division/Office: Division of Administrative Services	**Section/Unit:** Business Operations Branch	
Supervisor's Name: James M. Bradley	**Supervisor's Classification:** Manager II	

Human Resources Use Only:
HR Analyst Approval: *Kathleen Hill* **Date:** November 2, 2026

General Statement

Under the general direction of a Manager II 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

Analyst III will personally perform the most difficult or sensitive work and act as lead on complex assignments. Provides coverage for Business Operations Branch (BOB) management staff in their absence. Collaborates and coordinates with other management and staff within the department. Attend scheduled trainings, meetings, and perform other job-related duties as required. Proficient daily use of office equipment and the Microsoft Office Suite is required.

Essential Functions (Including percentage of time):

35%	Independently perform the most highly, complex, and sensitive assignments as they relate to the Administrative Procedures Manual (APM) for the Division of Administrative Services (DAS). Collaborate with the Accounting, Budget, Business Operations, Fees, Health and Safety, and Human Resources Branches to develop and implement the DAS APM as they relate to DAS administrative functions. Research and verify governing codes, regulations,

	executive orders, and existing state and federal mandates for accuracy, including the Department of General Services (DGS), State Controller's Office (SCO), California Department of Human Resources (CalHR), State Contracting Manual, State Administrative Manual, as well as State of California Government Codes and Public Contract Codes. On an ongoing basis, the incumbent will continue to update the APM with updated information rolled out by DGS Procurement Division, DGS Office of Legal Services, SCO, CalHR and other control agencies. Draft, coordinate reviews, and facilitate the adaptation of final drafts for new policies and procedures into the manuals. Validate sequencing of sections. Seek ways to implement process improvements by utilizing FI$Cal, internet/intranet applications, and other innovative options as appropriate. May also be required to develop and implement new and revised templates, exhibits, and forms.
30%	Serve in a leadership capacity on public speaking and training forums for a statewide audience. Provide presentations, guidance, and training to program staff on an informal and formal basis. Develop training sessions for a Water Board's statewide audience, both in person and virtually. Trainings may include auditorium-style presentations for a large, in-person audience or presentations for the Water Board Administrative Officers (AO) (including Executive Management). Develop and facilitate training sessions for Water Boards program staff involved in administrative processes. These include both participating in and actively leading regularly scheduled monthly AO Meeting calls for a statewide audience and the DAS Coordination Meetings with Accounting and Budget Branches.
20%	Serve as a project leader for highly visible projects assigned by the Deputy Director, Assistant Deputy Director, and Division Chiefs, and complete other complex and sensitive special projects as requested.
10%	Review proposed legislation related to areas of responsibility and advise management of operational impact. Develop and implement any required changes to ensure compliance, including policies, procedures, and training delivery.
Marginal Functions (Including percentage of time):	
5%	Perform other duties as required
Typical Physical Conditions/Demands:	
The job requires extensive use of a work-issued laptop and the ability to sit/stand at a desk, use a phone, and type on a keyboard for extended periods. Ability to retrieve and/or move files, documents, or materials of up to 15 pounds.	
Typical Working Conditions:	
The incumbent works on the 18th 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. Occasional evening and weekend work may be necessary during the year-end closing process or when the department is mission-tasked. Travel may be required locally and within the state. In compliance with the CalEPA policy, this position is currently eligible for telework.	

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