Classification: Analyst II
Position Number: 880-402-5393-704

DUTY STATEMENT

☐ **CURRENT** ☒ **PROPOSED**

RPA Number: 26-402-051	**Classification Title:** Analyst II	**Position Number:** 880-402-5393-704
Incumbent Name: Vacant	**Working Title:** Drinking Water Regulatory Analyst	**Effective Date:** TBD
Tenure: Permanent	**Time Base:** Full Time	**CBID:** R01
Division/Office: Division of Drinking Water / Program Management Branch	**Section/Unit:** Regulatory Analysis Unit	
Supervisor's Name: Rachelle Smith	**Supervisor's Classification:** Supervisor I	

Human Resources Use Only:	
HR Analyst Approval:	**Date:** 11/03/2026

General Statement

Under the direction 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

This Analyst II position supports the State Water Resources Control Board's (SWRCB) mission by providing high-level analytical, programmatic, and editorial support to the Regulatory Analysis Unit, increasing the Division of Drinking Water's (DDW) capacity to complete public health research and regulation development. The Analyst II works with multi-disciplinary professional scientific and engineering staff to develop, review, and analyze proposed regulations to ensure compliance with the California Health and Safety Code and Administrative Procedure Act (APA). The Analyst II performs the more varied, responsible, difficult, and complex non-engineering analytical and editorial duties in regulation development. The Analyst II prepares written reports and collects, compiles, analyzes, and summarizes data to support public health risk assessments, fiscal and environmental impact analyses, and other analyses to support regulation and policy prioritization and development. The Analyst II plans, implements, evaluates, and monitors a variety of DDW special projects and conducts and reviews analytical studies and surveys and makes recommendations to management and others on a broad spectrum of administrative and regulatory matters.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively, orally and in writing, with the public and/or other staff; develop and maintain knowledge and skill related to specific tasks, materials, methodologies, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to SWRCB and DDW policies and procedures regarding conduct, attendance, and leave. The Analyst II is expected to maintain confidentiality of documents and topics pertaining to sensitive program matters at all times.	
Essential Functions (Including percentage of time):	
35%	Coordinate and assist DDW staff in the development of policies and regulations for drinking water and recycled water. Analyze statutory authority for proposed regulatory requirements. Guide staff to timely compliance with applicable statutes, regulations, and SWRCB and DDW procedures. Identify and obtain necessary stakeholder input. Plan and coordinate regulation development workgroups. Coordinate, facilitate, travel to, present at, and provide support at staff trainings, workshops, and hearings. Collaborate with stakeholders to develop resolutions to difficult regulation challenges. Prepare and orally present information regarding proposed regulations for public comment and SWRCB consideration. Develop, maintain, and transport physical and electronic copies of rulemaking records. Apply programmatic knowledge and expertise to prepare packages for review by legal counsel and approval by Supervisor and SWRCB management. Prepare written materials necessary for SWRCB consideration and promulgation of regulatory documents. Review and reconcile state regulations with federal regulations for Safe Drinking Water Act primacy applications using U.S. Environmental Protection Agency (EPA) provided templates. Coordinate with DDW and legal staff to collect and prepare documents summarizing internal DDW recordkeeping and other procedures to ensure compliance with federal special primacy provisions. Review, analyze, and prepare written summaries and comments regarding programmatic and fiscal impacts of legislative and regulatory proposals and analyze alternatives; identify concerns and make recommendations to management. Research and prepare responses to complex inquiries from management and others on legislative and regulatory matters.
20%	Collect, analyze, and review cost and other program data. Coordinate and manage data and information requests and queries, research, publications, and correspondence. Organize, design, conduct, and analyze responses to surveys to obtain data needed for Water Resource Control Engineer, Associate Sanitary Engineer, Research Scientist, and Supervisor consideration in regulation development. Conduct research and outreach to subject matter experts and stakeholders to support rulemaking and related activities. Analyze and summarize relevant information and data. Make recommendations based on findings. Research, organize, and review cost records, indices, and models to support regulatory cost impact estimates. Analyze and prepare written summaries of fiscal and economic impacts, public health and environmental impacts, feasibility, and sociodemographic data relative to proposed regulations to effectively communicate difficult technical concepts. Manage grants and contracts. Conduct research to identify and evaluate grant prospects. Facilitate research, development, review, writing, and editing of grant applications for accuracy, completeness, and clarity. Collaborate with management in developing grant proposals. Develop, submit, and manage grant proposals from DDW staff concepts. Coordinate grant agreements with grantors, including

	special terms or conditions. Submit timely and accurate grant project reports. Assist DDW staff in developing and managing complex contracts with highly developed scopes.
15%	Independently, accurately, and timely evaluate, analyze, and edit complex and sensitive DDW staff rulemaking work products for conformance with applicable statutes and regulations, correct grammar and syntax, appropriate style and organization, and accurate references and citations. Develop strategies to identify, propose, and implement solutions to problem areas for rulemaking components and other communication documents. Prepare instructive, clear, and diplomatic correspondence to DDW and legal staff to achieve needed changes. Organize and determine the manner and scope of responses to oral and written comments submitted regarding proposed regulations. Develop written responses to effectively communicate difficult technical concepts. Assist DDW staff in translating concepts into formal regulation language. Prepare, edit, and format documents and presentations on a broad range of administrative and program-related proposals and alternatives.
15%	Coordinate periodic programmatic plans and reviews, including the five-year Safe Drinking Water Plan and maximum contaminant level reviews. Maintain tracking systems for regulations development and other projects. Analyze work and completion times for rulemaking tasks and other projects. Develop project workplans, deliverable timelines, implementation schedules, flowcharts, and other documents. Establish and maintain project priorities. Prepare, maintain, and use procedure documents, including manuals, reference guides, and presentations. Develop, maintain, and use templates for routine documents and communications. Coordinate rulemaking development processes with DDW and other staff. Plan, design, implement, and evaluate rulemaking and related processes and procedures to optimize efficiency and efficacy. Coordinate and track reviews and approvals of regulatory documents with SWRCB staff, California Environmental Protection Agency (Cal/EPA), and Department of Finance.
10%	Analyze, interpret, and effectively communicate difficult, technical, complex, and sensitive concepts and information to varied stakeholders on a wide range of subjects requiring programmatic and administrative knowledge. Present analyses and recommendations to project leads and management. Coordinate with DDW, public participation, reprographics, and other staff to develop effective visual displays of complex and diverse data sets to support communication with varied stakeholders via web postings, presentations, and other documents, using varied software (e.g., Tableau, Microsoft Excel). Manage posting of information on DDW's regulatory internet web pages, including designing and preparing web page updates. Maintain and update regulatory activity web content. Prepare doc-gov (listserv) announcements. Create and maintain rulemaking intranet and SharePoint pages. Provide timely and accurate responses to questions on regulatory activities. Recognize and evaluate emerging trends in public interest in public health topics and engagement. Perform and coordinate rulemaking records requests. Develop and maintain communication records.

Marginal Functions (Including percentage of time):	
5%	Perform other duties as required.

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 type on a keyboard for extended periods of time. Ability to retrieve and/or move files, documents, or materials of up to 15 pounds.

Typical Working Conditions:

The incumbent works a hybrid schedule, with in-office time based on the operational needs of the position and state mandates and is based in a state-owned or state-leased building, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required locally and overnight within the state. Mandatory overtime may be necessary when mission tasked.

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