Classification: Analyst II
Position Number: 880-300-5393-709

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-300-045	**Classification Title:** Analyst II	**Position Number:** 800-300-5393-709
Incumbent Name: Vacant	**Working Title:** Analyst II	**Effective Date:** TBD
Tenure: Permanent	**Time Base:** Full-Time	**CBID:** R01
Division/Office: Division of Water Rights	**Section/Unit:** Administrative, Reporting & Quality Assurance Section / Fiscal and Administrative Unit	
Supervisor's Name: Stephen Severon	**Supervisor's Classification:** Supervisor I	

Human Resources Use Only:	
HR Analyst Approval: Nina Lopez	**Date:** 11/04/2026

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

The Analyst II will work independently, in a fast paced and cooperative environment, and act as a team leader on multiple tasks. The Analyst II will analyze complex information and data and develop and evaluate alternatives and present solutions to problems; formulate procedures, policy, and program alternatives; and make recommendations on broad spectrum of administrative and program related assignments. The Analyst II is responsible for providing timely and professional assistance to the public and staff within the organization, by phone, e-mail, mail, and in person. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.

Essential Functions (Including percentage of time):	
20%	Review, track, and make recommendations concerning the Division's budget, and act as the Division's liaison with the Division of Administrative Services' (DAS) Budget and Accounting Office. Independently review programmatic needs, propose solutions, provide guidance to management staff on the budgeting process, and prepare budget concept papers and budget change proposals. Assist program staff with the development of information and analyses to support budget change proposals. Track staff labor charges to ensure staff are charging to the appropriate program fiscal task ID. Track budget expenditures to ensure funds are not overexpanded and in line with budget projections. Provide recommendations on use of surplus funds and make recommendations to fix identified budget issues.
20%	Assist with the development and management of Division-wide contracts. Coordinate with internal and external agency staff and consultants to develop contracts, including scopes of work, work plans, cost estimates, and budgets. Monitor contract invoicing, contract balances, and contract deliverables for various contracts within the Division. Identify and research contract and programmatic problems and recommend corrective actions. Work with DAS on the submittal and processing of contract requests and payment of contractor invoices.
15%	Provide guidance on the most efficient means of procuring items and applicable procedures. Process purchase requisitions, identify appropriate vendors, prepare purchase documents, and ensure on-time deliveries of commodities, equipment, and services. Evaluate order and bid documentation (e.g., specifications, scope of work, requisitions, change orders, etc.) for the purpose of ensuring proper acquisition of supplies and services within DAS and Department of General Services (DGS) guidelines. Procure requested items adhering to the requirements specified including required delivery dates, description of items, quantity, and quality of items. Monitor overall procurement procedures for process improvements. Comply with purchasing and DAS and Division procurement guidelines and policies. Maintain purchasing information, electronic files, records, and reports for the purpose of ensuring availability of documentation and compliance with established policies and regulatory guidelines. Manage vendor payee data and other required vendor requirements. Analyze price proposals, financial reports, and other data to determine reasonable prices. Evaluate vendors for the purpose of determining their capability for performing to established specifications and expectations.
10%	Assist with Division recruitment and outreach efforts. Work with Division management to create recruitment strategies and ensure required documents are completed. Manage and track Division vacancies, including candidate screening, eligibility confirmation, interviews, and candidate selection. Identify recruitment delays and make recommendations to streamline Division processes or procedures to facilitate hiring efficiency. Work with supervisors and managers to ensure duty statements are up to date and encompass appropriate classification duties. Review and update organizational charts.

10%	Serve as the Division's Fleet Coordinator. Manage and provide oversight of vehicle usage, ensure vehicle mileage logs are submitted to DGS timely. Responsible for scheduling vehicle maintenance and procuring vehicle repair services when needed. Develop, implement, and update vehicle use procedures, forms, and tools available for vehicle reservation and use. Identify fleet issues and recommend corrective actions.
10%	Serve as the Division's Health and Safety Coordinator and liaison with the Health and Safety Office. Work with staff and management to identify training needs unique to the Division's work and make recommendations for training plans, including development of courses with the Training Office. Attend health and safety meetings, provide guidance on policies, and develop procedures. Facilitate implementation and oversight to ensure staff follow guidelines and policies. Identify Health and Safety issues and recommend corrective actions. Assist with office and field safety, including development of procedures and tools to streamline and promote safety, identify appropriate health and safety updates, and provide to Seniors and management for dissemination as reminders, at Unit and Division meetings. Track Health and Safety training to ensure staff follow training requirements.
10%	Serve as the Divisions equipment manager. Oversee physical inventory of equipment. Ensure equipment has appropriate property asset tags. Survey and dispose equipment in compliance with DAS guidelines and DGS policies and protocols. Input equipment in the Divisions equipment database tracker. In coordination with DAS, assist with space planning and space recommendations. Update Division floor plans. Compile data for special reports. Assist, oversee, and track facility service requests for the Divisions space, on the 2nd and 14th floors, for maintenance and space management.

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 lift 25 pounds, bend and reach above shoulders to retrieve equipment, files and/or documents. Ability to carry/push more than 50 lbs. when working with physical files/documents. At times, you may be working remotely and require a conducive working space set up outside the office.

Typical Working Conditions:

The incumbent works on the 14th floor of a climate-controlled high-rise building, in downtown Sacramento, under natural and artificial lighting, and in a smoke-free environment. Multi-floor buildings are equipped with elevators and stairs and an on-site gym for employees. Possession of a valid driver's license is required to operate a State-owned, leased, and/or personal vehicle. Typical work schedule is Monday through Friday, 8:00 AM to 5:00 PM.

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