Classification: Analyst I
Position Number: 880-300-5157-023

DUTY STATEMENT

☐ **CURRENT** ☒ **PROPOSED**

RPA Number: 26-300-046	**Classification Title:** Analyst I	**Position Number:** 880-300-5157-023
Incumbent Name: Vacant	**Working Title:** Analyst I	**Effective Date:** 10/15/2026
Tenure: Permanent	**Time Base:** Full Time	**CBID:** R01
Division/Office: Division of Water Rights	**Section/Unit:** Water Quality Certification, Flows & Administration Branch--Digitization Unit	
Supervisor's Name: Sanjeet Singh	**Supervisor's Classification:** Supervisor I	

Human Resources Use Only:	
HR Analyst Approval: Rebecca Ramirez	**Date:**

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 assignment.

Position Description

Analyst I is responsible for overseeing the management, organization, preservation, and digital conversion of both physical and electronic records in compliance with applicable laws, standards, and organizational policies. This role requires a strong understanding of records management systems, digitization technologies, and data security practices. The Analyst ensures efficient storage, retrieval, and access to records while facilitating the secure transition from paper-based to digital systems. Create business processes and Standard Operating Procedures (SOPs), understanding the organization's operations, streamlining workflows, ensuring consistency, and documenting processes in a clear, actionable manner.

Essential Functions (Including percentage of time):	
40%	Oversee and manage aspects of the digitization of paper records into electronic formats using scanning equipment and digital management software in collaboration with digitization staff and at the direction of the digitization and records management program leads. Organize and categorize digitized documents into appropriate storage systems (e.g., document management systems, cloud storage). Ensure that digitized records are indexed and searchable according to organizational standards. Implement quality control processes to ensure the accuracy and integrity of digitized documents. Troubleshoot and resolve any issues related to the digitization process, including technical difficulties with scanners or software. Ensure compliance with applicable local, state, and federal regulations regarding data protection and privacy. Stay informed of legal and technological changes related to records management and digitization. Work with Division staff, Division of Information Technology, and legal teams to establish protocols for secure document access and sharing. Participate in the design, implementation, and testing of new records management systems, software, and procedures. Assess and improve processes for efficiency, accuracy, and compliance. Meet regularly with key stakeholders to understand business requirements, challenges, and priorities.
20%	Develop, implement, and manage comprehensive records management policies and procedures. Conduct regular audits and assessments to ensure that records are stored, classified, and maintained according to legal and regulatory standards. Ensure records retention schedules are followed, including the timely disposition of records in compliance with retention policies. Collaborate with various departments to identify records management needs and recommend solutions. Maintain up-to-date inventories of both physical and digital records. Prepare and maintain reports on records management activities, including digitization and indexing progress, system usage, and compliance, but not limited to. Maintain comprehensive documentation related to records management and indexing processes, digitization workflows, and audits. Assist in the development of annual reports, proposals, or budget requests related to records management.
20%	Coordinate with various staff and teams to ensure cross-functional alignment in processes. Gather feedback from users to improve or refine processes and SOPs. Provide training for staff on new or revised processes, ensuring they understand and can implement them effectively. Assist with the transition from old processes to new ones, ensuring smooth implementation with minimal disruption. Keep staff and stakeholders informed about changes to processes and SOPs. Address any issues to new processes and offer support to teams during the change process. Conduct business analysis. Gather data and information on current business processes, analyze processes to identify inefficiencies, delays, and areas for improvement. Suggest changes or new approaches to optimize workflows, reduce costs, or improve performance. Identify opportunities for standardization across departments or business units, ensuring consistency, and that new processes align with the organization's overall strategic goals and objectives. Working with various departments to create new or revised processes that are practical, achievable, and efficient.

15%	Prepare electronic records for publishing to CalWATRS by accurately indexing, tagging, and organizing documents in the Division's electronic content management system. Apply required web accessibility standards and conduct quality control reviews to ensure documents are accurate, complete, and properly released for public access.

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 remain stationary at a desk, utilize a phone and a keyboard for extended periods of time. Ability to lift 15 pounds to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works on the 14th floor of a high-rise office building in downtown Sacramento, in a cubicle in a smoke-free environment. The work schedule is Monday through Friday. A regular 40-hour per week schedule is typical with start times ranging between 7:00 am-9:30 am and end times ranging between 3:30 pm-6:00 pm. The position requires a minimum of four days in the office.

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