

JOB DESCRIPTION AND POSITION CLASSIFICATION

DSC 525 (2-PAGE) (REV. 01/10)

CLASSIFICATION Staff Services Analyst		POSITION NUMBER 530-001-5157-xxx	MCR 1	RPA # DSC15-006
APPOINTEE Vacant		EFFECTIVE DATE	DIVISION/SECTION Executive Office/PPT Division	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: 01				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Cindy Messer (sup)/Taryn Ravazzini (lead)	SUPERVISOR'S CLASSIFICATION CEA / DPIIC Coordinator (lead)	
APPROVED BY (Personnel Analyst's Name) Lynn Borja			DATE July 1, 2014	
ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.				
POSITION SUMMARY				
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: Under the lead of the Coordinator, Delta Plan Interagency Implementation Committee (DPIIC), the incumbent will provide analytical support for the Coordinator and the DPIIC. The incumbent will also support multiple functions of Delta Plan implementation that are within the Planning, Performance and Technology (PPT) Division and Delta Science Division, which includes supervision from the Deputy Executive Officer, PPT Division (CEA).				
DESCRIPTION OF DUTIES				
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
50% (E)	<p>Delta Plan Interagency Implementation Committee (DPIIC)</p> <ul style="list-style-type: none"> • Assist DPIIC Coordinator in conducting research and drafting reports and correspondence for DPIIC Chair, Council members and other executive staff on Delta-related issues that are relevant to the DPIIC and Delta Plan implementation. • Complete a diversity of assignments requiring some policy, legislative and regulatory research and analysis, with a focus on water supply, water quality, habitat restoration, flood management and land use planning. • Provide analytical support for Delta Plan implementation activities prioritized by the DPIIC and/or managed by the Delta Science and PPT divisions; and work with DPIIC Coordinator to promote internal and external coordination. • Assist management and technical staff from the Delta Science and PPT divisions to ensure, track and monitor progress of Delta Plan implementation activities of implementing agencies, e.g. participate in internal and external meetings and report developments to appropriate staff. • Assist DPIIC Coordinator in facilitating interagency cooperation to implement the Delta Plan through communications and outreach efforts. • Organize interagency meetings and briefings in furtherance of Delta Plan implementation, e.g. levee investment interagency work groups; coordinate and manage planning and logistics in support of those efforts. • Develop materials for Council Chair/Members, DPIIC and related work group meetings, including drafting of staff reports and presentations for review by DPIIC Coordinator. 			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Cindy Messer (sup)/Taryn Ravazzini (lead)		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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35% (E)	<ul style="list-style-type: none"> • Prepare and respond to correspondence regarding a variety of issues being addressed through Delta Plan implementation, including Delta levee investment prioritization, policy-science interface, water supply reliability and more. • Review analytical studies and surveys and assess application to Council Chair/Members and DPIIC priorities. • Develop and maintain databases of key contacts and stakeholders relevant to Delta Plan implementation and interagency coordination. <p>Delta Plan Implementation</p> <ul style="list-style-type: none"> • Assist with a wide variety of agency coordination functions, including organizing and generating correspondence. • Assist with drafting executive-level briefing materials to management in advance of policy, technical and management meetings. • Contribute to agency communications and outreach efforts through drafting of newsletter articles and assisting with content development for Council's Annual Report. • Coordinate and assist with the policy review of diverse information for presentation at ongoing public and agency forums, as well as other state, federal and local government agency, and stakeholder forums. • Prepare, review and make recommendations on correspondence and other public inquiries, ensuring political sensitivity, responsiveness, clarity, accuracy and quality. • Assist with the formulation of policies, procedures, and program alternatives. • Provide consultative services to management on a broad spectrum of administrative and program-related issues. 		
15% (E)	<p>Internal/External Meetings</p> Attend various public and government agency stakeholder meetings related to Delta Plan implementation; draft summaries on meeting deliberations and outcomes, and provide briefings to executive management.		