STATE OF CALIFORNIA

DELTA STEWARDSHIP COUNCIL

JOB DESCRIPTION AND POSITION CLASSIFICATION

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

CLASSIFICATION	POSITION NUMBER	MCR	RPA #
Associate Governmental Program Analyst	530-001-5393-xxx	1	DSC15-006

APPOINTEE	EFFECTIVE DATE	DIVISION/SECTION
Vacant		Executive Office/PPT Division

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☐	☐	☐	☑ 01

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	Cindy Messer (sup)/Taryn Ravazzini (lead)	CEA / DPIIC Coordinator (lead)

APPROVED BY (Personnel Analyst's Name)	DATE
Lynn Borja	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 general supervision from the Deputy Executive Officer, PPT Division.

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)	**Delta Plan Interagency Implementation Committee (DPIIC)** • Conduct independent research and draft reports and correspondence for DPIIC Chair, DPIIC Coordinator and other executive staff on Delta-related issues that are relevant to the DPIIC and Delta Plan implementation. • Complete a diversity of complex assignments requiring 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 interpret information from a broad range of sources and make independent conclusions and recommendations to further executive-level discussions to promote internal and external coordination. • Work independently with 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. reviewing urban water management plans for alignment with the Delta Plan. • Act as liaison between executive team and Performance Management staff, providing updates and reports on the status of implementing agency performance measures. • Support 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 and agenda items for Council Chair/Members, DPIIC and related work group meetings, including drafting of staff reports and presentations.

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Cindy Messer (sup)/Taryn Ravazzini (lead)	➢	

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)	EMPLOYEE'S SIGNATURE	DATE
Vacant	➢	

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APPOINTEE	DIVISION/SECTION		
Vacant	Executive Office/PPT Division		

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35% (E)	• Prepare and respond to correspondence regarding a variety of complex policy issues being addressed through Delta Plan implementation, including Delta levee investment prioritization, policy-science interface, water supply reliability and more. • Act as team leader or coordinate intra-agency or interagency projects and project teams for Delta Plan implementation components when needed. • Review and/or conduct 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. **Delta Plan Implementation** • Independently perform a variety of agency coordination functions, including organizing and preparing correspondence. • Provide 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 providing substantive content 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. • Formulate policies, procedures, and program alternatives. • Provide consultative services to management on a broad spectrum of administrative and program-related issues.
15% (E)	**Internal/External Meetings** 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.