

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Region 1	UNIT Exec	POSITION # 880-110-5393-XXX	DATE 9/19/2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Executive Assistant		PROPOSED CLASSIFICATION (IF APPLICABLE) Associate Government Program Analyst	
NAME OF SUPERVISOR Matthias St John			
CURRENT CLASSIFICATION OF SUPERVISOR Executive Officer I		REVIEWED AND APPROVED BY SIGNATURE	
SUPERVISION EXERCISED (IF APPLICABLE)			
1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
NA	NA	NA	NA
DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.			
% OF TIME	DUTIES		
30%	<p>Under the direction of an Executive Officer I (EO) 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. Specific responsibilities include:</p> <p>Serve as a regional expert for the use of the Regional and State Board Target Tools and provide consultative services for program managers in establishing targets and tracking performance for annual and semi-annual program metrics such as number of inspections, enforcement actions, basin plan amendments, and renewed permits. Identify, gather, and assess target and performance data from various inhouse databases such as the California Integrated Water Quality System (CIWQS). Analyze data, design and create reports, and present analysis and reporting of trends in performance, staffing, and other designated metrics to management to improve region-wide efficiency. Serve as a technical expert for the CIWQS. Collaborate with the CIWQS lead in the development, documentation, and implementation of procedures and controls necessary to ensure data accuracy, accessibility, consistency, completeness, and to reduce redundancy. Manage coordinating and monitoring of CIWQS data processing. Perform quality assurance and quality control processes. Organize and assist with proper integration and alignment with Electronic Content Management system. Attend associated meetings.</p>		
25%	<p>Coordinate the development of annual Work Plans and North Coast Regional Water Board contributions to the Water Boards' Performance Report. Serve as liaison with division supervisors and program managers in the development of annual Work Plans, including application of the Data Driven Management Program for measure setting, target setting, reporting, and tracking. Prepare draft of the Executive Officer's (EO) Report and Regional Newsletter integrating articles and documents provided by various staff and prepare the final EO Report for inclusion in board meeting materials. Prepare and distributes tentative and final Board agenda. Take notes, prepare narrative minutes</p>		

	<p>for all meetings of the Regional Board, and verify that Board actions are recorded consistent with applicable laws. Develop presentation templates and processes that support board members, EO and Assistant EO in developing presentations. Provide editorial review of draft documents and correspondence.</p>
15%	<p>Provide consultative services and administrative support for the EO, Board members, and Assistant EO. Maintain the appointment calendar and schedule appointments for the EO and board-related appointments and meetings for board members. Develop and provide weekly briefing to EO on their upcoming schedule, tasks, and document reviews. Organize and coordinate travel reservations and facilitate submittal and payment for travel claims and compensation requests for the EO and board members. Develop and manage a system for tracking Board member budget throughout the year. Track and report on work assignments from the EO to staff throughout the organization. Conduct careful review and analysis of the Executive Office's complex and sensitive communication and respond while ensuring confidentiality of all sensitive information.</p>
15%	<p>Oversee board meeting planning and logistics. Coordinate, track, and report on the status of board meeting materials identifying any potential problems or conflicts. Maintain and edit board meeting agenda items and documents tracking system. Secure off-site meeting locations, coordinate reservations and other meeting logistics. Attend board meetings. Coordinate meetings set-up and break-down and verify operation of audio recording and visual presentation equipment. Manage files for staff and guest presentations; accept and exercise control over documents presented for the record during board meetings. Develop and maintain efficient tracking system to ensure posting of all adopted orders and policies after the board meeting.</p>
10%	<p>Perform analysis and present recommendations on a full range of administrative and procedural issues to recommend, develop, or implement board-wide process improvements, such as agenda preparation, tracking, and production; constituent management and stakeholder engagement; and efficient and transparent scheduling.</p>
5%	<p>Perform other duties as required.</p>
<p>Employee Signature: _____ Date Signed: _____</p>	