

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Santa Ana Regional Water Quality Control Board	UNIT 180	POSITION # 880-180-0756-001	DATE November 2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Environmental Program Manager I		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Ann Sturdivant			
CURRENT CLASSIFICATION OF SUPERVISOR CEA/Assistant Executive Officer		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
1	Senior Engineering Geologist	8	Environmental Scientist
2	Senior Environmental Scientist	3	Water Resource Control Engineer
		1	Engineering Geologist
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		
	Under the general supervision of the Assistant Executive Officer and consistent with good customer service practices and the goals of the State and Regional Boards' Strategic Plan, the Environmental Program Manager I (EPM I) (Supervisory) is to provide timely, courteous responses to internal/external customers, follow through on commitments and solicit and consider internal/external customers input when completing work assignments. The Planning Branch Manager is responsible for the overall leadership and management of a multi-disciplinary technical, professional, and administrative staff, and is expected to act with integrity, transparency, and sound judgment, and solicit and consider internal and external input to support well-informed and effective decisions and recommendations, in order to provide consistently high quality, responsible public service. Specific responsibilities include:		
30%	Work to expand staff's technical, leadership, and interpersonal skills, which will be accomplished through mentoring, guidance and formal training provided to the staff. Plan, organize and direct the scientific and technical activities related to scientific project development, field sampling, technical writing, and the review and interpretation of data in the Planning Branch. Directly supervise Section Supervisors and indirectly supervise journey level staff in three separate organizational Sections: the "Coastal," "Inland" and "Regional Planning Programs" Sections.		
25%	Oversee all emerging and necessary revisions to the region's Basin Plan for water quality protection and the preservation of Beneficial Uses. Using sound scientific principles and protocols, organize, coordinate, and direct the Branch's workload, including developing the Integrated Report; overseeing the Surface Water Ambient Monitoring Program (SWAMP); developing, implementing and refining Total Maximum Daily Loads (TMDLs) for water bodies; and other regulatory actions to address impaired waters in the region.		

15%	Develop new or revised water quality standards for waters within the region; and develop Clean Water Act section 401 Water Quality certifications. Ensure compliance with the California Environmental Quality Act (CEQA) as a responsible agency and in Board issued plans for water quality control.
15%	Supervise staff's preparation of work products. Prepare and present program and other related water quality reports to the Regional Board and stakeholder groups. Develop and implement Planning Branch's performance targets, annual program work plans and annual budget.
10%	Develop, establish, and maintain working relationships; represent the Regional Board in coordinating and collaborating with federal, state, and tribal agencies, local governments, dischargers, the general public, and other stakeholders on complex environmental issues such as climate change adaptation, sea level rise, sustainability, and environmental justice; and to ensure safe, clean, accessible, and affordable water. Travel periodically within California on related matters.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	