

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Communications Office	UNIT Public Participation	POSITION # 880-230-4800-001	DATE 11/9/2022
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Staff Services Manager I		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Vacant			
CURRENT CLASSIFICATION OF SUPERVISOR Environmental Program Manager 1		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
5	Assoc. Governmental Prog Analyst		
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		
45%	<p>Under the supervision of an Environmental Program Manager 1 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>Directly supervise staff and oversee public participation activities pertaining to State and Regional Water Boards initiatives, such as the Safe and Affordable Funding for Equity and Resiliency Drinking Water Program, California's Water Resiliency Portfolio, the Sustainable Groundwater Management Act, environmental justice (EJ) issues, Native American tribal relations, racial equity, and more. Recruit, hire, train, mentor, evaluate performance, track attendance, provide staff with continuous feedback on performance, prepare probationary reports, approve requests for training and travel, counsel staff, and prepare corrective actions and take appropriate disciplinary actions. Ensure staff are provided opportunities for development and work with interested staff to develop annual Individual Development Plans (IDPs). Demonstrate a high standard of management and leadership to ensure compliance with agency policies and rules. Utilizing Trello, JIRA, and Track-it, oversee, distribute, and manage staff assignments and schedules to accomplish OPP work plan commitments. Continually evaluate individual staff capacity and workload balance to leverage staff strengths and interests to build a skilled, capable, and flexible team. Evaluate staff performance to ensure effective project management and high-quality work. Establish and communicate expectations and standards of performance that clearly convey staff responsibility and authority utilizing the MOCHA and SMARTIEs framework. Ensure staff understand objectives and time constraints prior to starting assignments. Check work progress to ensure timeliness and quality. Review and edit written products and ensure communications documents are written grammatically correct, in plain language, concisely, and utilizing accessible, engaging, and culturally relevant design principles. Review completed assignments and correspondence for quality and clarity. Determine staff training needs. Plan and implement trainings on skills such as science-based</p>		

	<p>communication, facilitation, plain language writing, or other skills or knowledge that would benefit staff.</p>
30%	<p>Develop programmatic strategies for community engagement to advance safe and affordable drinking water access for all Californians. Oversee development, approval, and implementation of public participation and community relations plans, including coordination with Water Boards operation programs such as the Division of Drinking Water and Division of Financial Assistance. Provide strategic guidance to staff for developing local and regional approaches for advancing safe and affordable drinking water efforts. Oversee staff implementation of community engagement efforts to advance safe drinking water solutions, environmental justice and racial equity, or other Water Boards policies and programs. Assist with difficult or urgent specialized projects and personally perform the more complex projects. Use a project management approach to plan short- and long-range strategies to meet OPP and organization goals. Monitor and continually update plans and assigned objectives. Direct staff to develop and maintain guidance documents and OPP websites, by creating content, reviewing updates, and communicating changes to Board staff. Develop communications strategies and materials for informing and engaging with water systems, tribes, stakeholders, and the general public.</p>
10%	<p>Develop and manage public meetings and workshops. Coordinate workgroups and advisory committees. Maintain working relationships with community groups, local agencies, elected officials, and tribal representatives. Facilitate and advocate communication and understanding between technical experts, impacted communities and the public. Oversee development of outreach and education materials, including revision and maintenance of website. Conduct outreach and engagement with environmental justice groups and disadvantaged communities. Facilitate collaboration on sensitive and contentious issues related to Water Boards programs, policies, and regulations. Coordinate and lead development of guidance and training related to public engagement best practices. Represent OPP at high-level meetings as needed.</p>
10%	<p>Advise OPP management team of community issues and provide strategies and recommendations to address those issues in a timely manner. Prepare quarterly and annual reports and budget documents, including budget change proposals, supporting schedules, workload and revenue statistics, program element statements, budget projections and fund conditions. Monitor program related expenditures. Lead quarterly and annual program review meetings. Develop office policies and procedures. Prepare correspondence for the Director and Assistant Director and oversee responses to inquiries regarding the Water Boards from internal and external stakeholders and tribes. Travel to public meetings or events statewide, including overnight and weekend stays. Carry more than 25 lbs of meeting material boxes to and from the car to the venue or within the office. Stand or sit for long periods of time.</p>
5%	<p>Perform other duties as required.</p>
<p>Employee Signature: _____ Date Signed: _____</p>	

