

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) State Water Resources Control Board	UNIT Office of Public Participation	POSITION # 880-230-0760-002	DATE 11/9/2022
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Environmental Program Manager I (Managerial)		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Adriana Renteria			
CURRENT CLASSIFICATION OF SUPERVISOR CEA		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
2	Staff Services Manager I	12	Associate Governmental Program Analyst
1	Staff Services Manager I (Spec)	2	Environmental Scientist
		1	Public Participation Specialist
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 a CEA, Director of the Office of Public Participation (OPP), and consistent with good customer service practices and the goals of the State and Regional Water 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: Work with the Director of the Office of Public Participation (OPP) and serve as Assistant Director to supervise and direct a multidisciplinary staff of analysts, specialists, and scientists to develop and administer 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, public participation strategies, and more.</p> <p>Apply scientific principles and knowledge of environmental laws and Water Boards regulations, programs, and policies to lead OPP staff in developing progressive and effective stakeholder engagement processes that address projects such as, California's water resiliency portfolio initiative, safe and affordable drinking water, drought response, sustainable groundwater management, small water system consolidation, CEQA implementation, tribal consultations, and environmental justice issues. Plan and conduct office strategic planning processes, which include quarterly summation of program metrics, quarterly program review meetings, annual revision of office SMARTIE goals, annual staff survey, biannual team building activities, and an annual retreat. Ensure OPP workplans advance projects to translate scientific principles, water policies and decision making to educate communities and tribes on Water Boards processes and support engagement. Support ongoing improvements to OPP's</p>		

	<p>performance-based goals and objectives, establishing meaningful metrics, and ensuring the evaluation of programs and performance to enhance program and staff effectiveness. Lead development of procedures, training, and implementation of project management systems using Trello and JIRA to track OPP progress in meeting annual performance measures and achieving work plan priorities. Provide guidance, support and oversight of programs to ensure timely completion/execution in accordance with the OPP work plan. Work with the OPP Director to establish OPP priorities, prepare annual work plans, prepare quarterly program reports, develop legislative concepts, respond to legislative proposals, prepare board briefing materials, prepare budget change proposals and contract concepts that promote OPP related activities, and monitor program related expenditures and contracts. Lead the development, revision, and implementation of OPP policies and procedures. Provide guidance to OPP staff on Board processes and procedures and ensure proper protocols are being met. Monitor and continually update plans and assigned objectives.</p>
30%	<p>Supervise various administrative professional and technical staff to ensure compliance with ORPP's goals and objectives. 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. Develop procedures for a constituent relationship management (CRM) software, administer the software, and train staff to use and implement the software. 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 completed assignments and correspondence for quality and clarity. Determine staff training needs. Plan and implement office-wide trainings on skills such as science-based communication, facilitation, plain language writing, or other skills or knowledge that would benefit all staff.</p>
10%	<p>Work with staff on how to present technical/scientific information to technical and non-technical stakeholders, appropriate messaging, and the best outreach for different audiences and communities. Oversee design and maintenance of the State Water Board's environmental education and outreach programs, development of scientific/technical reports, development of trainings, revision of OPP's internet and intranet sites, creation of printed and online materials, and State and Regional Water Board participation in outreach events to increase awareness of the Water Boards. Review and edit staff written products and communications materials and provide guidance to staff for how they can improve their writing and communications skills. Oversee development, approval, and implementation of public participation and</p>

<p>10%</p> <p>5%</p>	<p>community relations plans, including coordination with Water Boards operation programs such as the Division of Drinking Water and Division of Financial Assistance. Assist with difficult or urgent specialized projects and personally perform the more complex projects.</p> <p>Advise the Director of sensitive public participation issues, possible impacts, and strategies to address those impacts. Use a comprehensive knowledge of federal and state laws, and the ability to recognize impacts on the Water Boards and the regulated community to provide guidance on facilitating and dealing with sensitive and contentious issues related to Water Boards programs, policies, and regulations. Use understanding and appreciation of the importance of California's diverse geography, geology, hydrology, culture and how that diversity affects both the distribution and quality of the State's water to develop, manage, and perform complex, high-priority technical assignments involving principles of environmental and water resources science and bridge the gap between technical Water Boards staff and non-technical stakeholders. Represent the Water Boards at meetings with federal and state agencies, local governments, non-governmental organizations, stakeholders, and tribal governments and deliver presentations at technical/scientific forums, which requires strong communication (written and oral) and skills and a firm understanding of the fundamental scientific and engineering principles and practices that govern the Water Boards' daily work. Coordinate and respond to public inquiries and media interviews (via phone, email, or traditional mail).</p> <p>Other duties as assigned.</p> <p>Employee Signature: _____ Date Signed: _____</p>
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