

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Los Angeles Regional Water Quality Control Board	UNIT 140	POSITION # 880-140-3842-002	DATE DECEMBER 2022
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Executive Officer II		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Los Angeles Regional Water Quality Control Board			
CURRENT CLASSIFICATION OF SUPERVISOR Board Members		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 1 1	CEAs (Assistant Executive Officer) Staff Services Manager I Staff Services Analyst	164	Various technical, professional, and administrative classifications
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		
	<p>Under the administrative direction and specific delegation of authority by the Regional Board and consistent with good customer service practices and the goals of the Water Boards' Strategic Plan, the Executive Officer is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and to solicit and consider internal and external input when completing work assignments.</p> <p>The Regional Board has delegated to the Executive Officer all the powers and duties of the Regional Board, with certain exceptions. The Executive Officer is generally responsible for the overall management of the water quality control program of the Regional Board, including implementing and enforcing applicable federal and state laws and regulations and State and Regional Board water quality control plans and policies. The Executive Officer is responsible for all staff-level decisions regarding regional water quality issues. In carrying out these responsibilities, the Executive Officer plays a critical role in prioritizing work and taking actions to promote environmental justice, racial equity, and environmental sustainability. Specific responsibilities include:</p>		
40%	<p>Performs all tasks that have been delegated by the Regional Board pursuant to Water Code section 13223; prepares and submits recommendations to the Regional Board regarding water quality control plans and waste discharge and water recycling requirements; advises the Regional Board on technical and policy issues on adjudicatory matters; keeps Board members informed on matters of interest; and implements Board policies and direction.</p>		
25%	<p>Reviews and approves final staff work products, annual program work plans for regional priorities, and performance measures and targets. Supervises preparation of Board meeting agenda and Board meeting materials and briefs the Board Members on agenda items. Supervises and delegates tasks to Assistant Executive Officers, the Administrative Officer, an executive assistant, program managers, and staff.</p>		
15%	<p>Establishes and maintains working relationships and represents the Regional Board in meetings with federal and state agencies, legislators and other elected officials, local governments, dischargers, the general public, and other stakeholders. Coordinates the activities of the Regional Board with those of the State Board and the other eight regional water boards, U.S. EPA, and local agencies responsible for ensuring safe, clean, and affordable water to achieve a</p>		

<p>10%</p> <p>10%</p>	<p>unified and effective water quality control program in the state. Frequent travel within California.</p> <p>Responsible for the overall leadership and management of a multi-disciplinary technical, professional, and administrative staff to provide consistently high quality, responsible public service. Works to expand staff technical, leadership and interpersonal skills through guidance and formal training. Responsible for final decisions concerning personnel matters and acts as reviewing officer on performance appraisals and grievances. Assists the State in implementing Equal Employment Opportunity laws, policies, and regulations.</p> <p>Conducts the business of the Regional Board, including but not limited to overseeing the region's budget and allocating resources, ensuring continuity of operations in emergency situations, arranging Board meetings, and directing and supervising Board staff.</p> <p>Employee Signature: _____ Date Signed: _____</p>
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Revised 12/06/2022