

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Office of Public Participation	UNIT OPLA	POSITION # 880-230-5393-714	DATE December 2022
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Associate Governmental Program Analyst		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR VACANT			
CURRENT CLASSIFICATION OF SUPERVISOR Staff Services Manager 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
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		
40%	<p>Under the direction of the SSMI and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the employee is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and solicit and consider internal/external input when completing work assignments. Specific responsibilities include:</p> <p>Supports the Water Boards' efforts to preserve, enhance, and restore the quality of California's water resources and drinking water for the protection of the environment, public health, and all beneficial uses through engagement and outreach, particularly to environmental justice (EJ) communities, disadvantaged communities (DACs), and California Native American tribes. Provide public participation assistance on a variety of water resources issues such as tribal consultation, small water system consolidation, sustainable groundwater management, vapor intrusion, emergency drinking water, site clean-up, and more. This position will work with the Safe and Affordable Funding for Equity and Resilience (SAFER) drinking water program and will work to help identify and develop outreach and engagement activities to advance safe drinking water in local communities. Work with local Technical Assistance providers, community groups and representatives, and other Water Boards divisions, to develop engagement approaches that help the community understand and evaluate their drinking water solutions options, move forward from historical conflict, build their capacity to engage, establish equitable governance structures, and maintain forward progress on drinking water solutions. The position needs to be proficient in the Microsoft Suite, including Word, Excel, SharePoint, PowerPoint, Teams, and Outlook. This position requires up to 25% statewide travel to perform job related duties. Travel may include overnight and weekend stays.</p>		
20%	<p>Work with State and Regional Water Boards operational programs to assess public participation needs; develop public participation, outreach, and strategic communication plans; lead public engagement efforts; visit affected communities to provide outreach and explain State and Regional Water Boards activities; coordinate public meetings, workshops, and hearings logistics; facilitate internal and external meetings and</p>		

	<p>workshops in person and online using remote meeting platforms such as Zoom and Microsoft Teams; and develop plain-language information materials such as fact sheets brochures, meeting notices, presentations, community updates, and handouts that explain technical issues in easy-to-understand language. Coordinate with EJ organizations, nonprofit organizations (NGOs), tribal representatives and DAC members, leaders, and advocates to build trust and identify issues and work with operational programs to resolve problems; triage concerns and inquiries from stakeholders and tribes and elevate concerns and inquiries to management. Respond to public inquiries regarding general Water Boards' programs, public participation, education, outreach, environmental justice, and tribal affairs. Advise management on expected impacts of Water Boards actions so that accurate responses can be formulated and communicated to stakeholders. Participate in interagency task forces such as the CalEPA environmental justice liaison meetings to foster coordination among state and local agencies. Represent the Water Boards at outreach, education, drinking water consolidation, and other OPP-related meetings, workshops, conferences and community events.</p>
20%	<p>Support development of outreach and engagement materials including but not limited to plain-language presentations, agendas, charts and graphs, fact sheets, brochures, meeting notices, presentations, community updates, handouts that explain technical issues in easy-to-understand language, and other supporting documents; remediate documents to be ADA compliant with relevant laws and regulations; attend community meeting to present information and build relationships with community groups; share opportunities to engage in Water Boards processes via different venues. Independently and cooperatively work with Water Boards' staff and management to improve Water Boards online and print materials to enhance the utility of the materials to achieve public participation goals. Gather and evaluate staff, management, and stakeholder input regarding Water Boards materials and implement needed changes. Develop and maintain public participation content for Water Boards staff, including tools, templates, guides, training materials, and other staff assistance resources. Assist in maintaining comprehensive statewide database of EJ organizations, NGOs, local governmental organizations, elected officials, and key stakeholders. Assist staff in using the database to identify appropriate audiences for project notifications and outreach efforts. Provide training and guidance to staff and management involved in public participation efforts. Assist in developing Water Boards staff training on issues related to community outreach, DACs, EJ, tribal consultation, and other OPP policies. Send information via several Water Boards email list serves and ensure emails are written in plain language, easy to understand, have a consistent voice, and follow email list serve best practices and procedures.</p>
15%	<p>Develop project summaries and routine reports for documents such as the OPP quarterly and annual report, quarterly Environmental Justice Roundtable reports, annual Racial Equity Action Plan reports, Water Boards' Annual Accomplishments Report, Annual Human Right to Water Update, and the EJ Program Update Report to the Governor and Legislature. Assist in developing correspondence, written reports, bill analysis, budget summaries, budget change proposals, and written responses for Board members and Executive staff. Develop routine reports related to contracts, budgets, and accounting. Assist in developing OPP procedures and policies. Provide meeting and administrative support to OPP Director and senior staff.</p>

5%

Perform other duties as required.

Employee Signature: _____ Date Signed: _____