

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Communications Office	UNIT Communications Office	POSITION # 880-230-4800-006	DATE 2/28/2023
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Staff Services Manager I (Specialist)		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Nefretiri Cooley			
CURRENT CLASSIFICATION OF SUPERVISOR C.E.A. B		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 supervision of a C.E.A. B and consistent with good customer service practices and the goals of the State and Regional Boards' 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. This position requires up to 25% statewide travel to perform job related duties, including overnight and weekend stays. Specific responsibilities include:</p> <p>Serve as Racial Equity Program Manager and subject matter expert. Provide advice and guidance to the Water Boards on water issues of interest to Black, Indigenous, and people of color communities and California Native American tribes through conducting assessments, review of project and program proposals, editing draft documents, and developing programmatic strategies. Coordinate with all Water Boards' regions and programs to help them plan, design, assess, and advance their respective region, division, and offices' specific racial equity and environmental justice actions listed in the State Water Boards' Racial Equity Action Plan (REAP) or the equivalent Regional Water Board racial equity action plans. Use internal data management and tracking tools, such as Excel, Trello, and Microsoft Forms, to measure and report on the performance of these efforts. Tracking and reporting of the implementation of the Racial Equity Action Plan will be shared with the State and Regional Water Boards, executive leadership, and the public. Track the implementation of the Office of Public Participation (OPP) actions included in the Racial Equity Action Plan and communicate with Water Boards' executive management, regions, and programs on issues of racial equity and environmental justice. Develop anti-racist initiatives that center Black voices and voices of Indigenous and people of color and aim to dismantle anti-Blackness and other forms of racism; this can include developing reports, programs, projects, presentations, or trainings. Develop, pilot, and implement equity-informed practices using racial equity and environmental justice best practices, relevant laws, regulations, and policies. Develop work products and communicate clearly utilizing the Microsoft Suite applications such as Word, Excel, SharePoint, PowerPoint, Teams, and Outlook.</p>		

30%	<p>Develop strategies, tools, guidance, trainings, and resources to advance racial equity and environmental justice in alignment with the Water Boards' mission and values, Racial Equity Resolution and associated REAP, legislation such as AB 2108 (2022) and AB 2877 (2022), and Executive Order N-16-22. Work closely with other Water Boards regions and programs to provide guidance, resources, and tools on public engagement plans and activities, including but not limited to: consultation plans, summits, workshops, presentations, community visits, etc. Develop, update, and maintain templates for engagement and communication, and provide edits to ensure documents are in plain language and easily understood. Work with Water Boards staff, including the Communications Office and the Office of Information Management and Analysis, to ensure racial equity data is accurate, current, and easily understood by non-technical audiences. Support staff to maintain and organize the racial equity, environmental justice, and the Office of Public Participation's intranet pages, SharePoint sites, and public internet webpages to ensure information is concise, accurate, up-to-date, and easily understood and accessed. Support staff in coordinating and implementing the Water Boards Facilitation and Training Pool and Water Boards Racial Equity Train-the-Trainer program, including leading ongoing revisions and improvements to the Water Boards racial equity curriculum. Apply change management and project management principles in creating project plans and participating in special projects. Use project management software to track implementation of all initiatives. Identify and create opportunities for interested internal and external parties to provide input in the development and growth of the Racial Equity Action Plan and associated programs.</p>
15%	<p>Track progress on external-facing actions included in the REAP, utilizing excel and Microsoft Forms. Develop quarterly and annual progress reports; prepare briefing notes, briefing requests, and talking points for board briefings; and prepare an agenda item, presentation, and talking points for the annual board item on racial equity and environmental justice. Compile and write quarterly and annual progress reports for OPP program review, Human Right to Water Report, REAP annual update, and CalEPA Bi-annual Environmental Justice report. Develop communications and outreach strategies to communicate progress on Water Boards environmental justice and racial equity work; develop and implement strategies to continue engaging with the public and tribes to identify future opportunities to expand our work or address existing challenges. Research and prepare legislative bill analyses; track legislation to determine potential impacts on tribes and tribal communities.</p>
10%	<p>Provide opportunities for input by Black, Indigenous and people of color communities and tribes regarding the development of Water Boards policies, programs, and regulations that may affect their respective communities; opportunities can include: meetings, workshops, surveys, focus group or other appropriate engagement methods. Identify water issues affecting Black, Indigenous and people of color communities statewide and provide recommendations to the Director on policies, programs, and regulations to increase access to and participation in the public process from Black, Indigenous, and people of color and their communities. Represent the Water Boards and OPP at internal and external meetings and events. 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. Advise OPP management team of community issues and provide</p>

5%	<p>strategies and recommendations to address those issues in a timely manner. Prepare correspondence for the Director and Assistant Director; oversee responses to inquiries from internal and external interested parties and tribes.</p> <p>Perform other duties as required.</p> <p>Employee Signature: _____ Date Signed: _____</p>
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