

# DUTY STATEMENT

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|--|---|--|---------------------------|
| <b>ORGANIZATION (DIVISION/REGION/BOARD)</b><br>OFFICE OF RESEARCH<br>PLANNING & PERFORMANCE  | <b>UNIT</b><br>CONSERVATION   | <b>POSITION #</b><br>880-240-0764-002          | <b>DATE</b><br>March 2023 |
| <b>NAME OF EMPLOYEE (IF APPLICABLE)</b><br>VACANT  |   |  |                           |
| <b>CURRENT CLASSIFICATION</b><br>SENIOR ENVIRONMENTAL SCIENTIST<br>SUPERVISOR  |   | <b>PROPOSED CLASSIFICATION (IF APPLICABLE)</b> |                           |
| <b>NAME OF SUPERVISOR</b><br>Laura Fisher  |   |  |                           |
| <b>CURRENT CLASSIFICATION OF SUPERVISOR</b><br>ENVIRONMENTAL PROGRAM MANAGER I   |   | <b>REVIEWED AND APPROVED BY SIGNATURE</b>      |                           |
| <b>SUPERVISION EXERCISED (IF APPLICABLE)</b>   |   |  |                           |
| <b>1. DIRECTLY SUPERVISED</b>  |   | <b>2. INDIRECTLY SUPERVISED</b>                |                           |
| <b>NO. OF EMPLOYEES</b>  | <b>CLASS TITLE</b>  | <b>NO. OF EMPLOYEES</b>                        | <b>CLASS TITLE</b>        |
| 5  | Environmental Scientists  |  |                           |
| 1  | Research Data Specialist II   |  |                           |
| 1  | Water Resource Control Engineer   |  |                           |
| <b>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.</b> |   |  |                           |
| <b>% OF TIME</b>   | <b>DUTIES</b>   |  |                           |
| 40%  | <p>Under general direction of an Environmental Program Manager 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>Manage the State Water Board urban water use efficiency and water conservation program. Manage a team charged to develop regulations, policies, and plans and materials for internal coordination, external engagement, technical assistance, compliance, and enforcement for successful implementation of the "Making Water Conservation a California Way of Life" legislation (AB 1668 &amp; SB 606, 2018) and of drought proclamations, executive orders, or other directives related to urban water use efficiency and water conservation. Supervise staff responsible for collection, compilation, and analysis of past, current, and possible urban water use data and other relevant data for setting, assessing compliance with, and recommending adjustments to water use efficiency standards and variances and water use best practices and policies. Manage complex quantitative and qualitative data-driven research, modeling, and statistical analysis to ensure decision-makers have appropriate information. Assess water affordability and the equity implications of policies and proposals related to urban water use efficiency and water conservation and develop recommendations and programs to advance water affordability and equity.</p> |  |                           |
| 20%  | <p>Coordinate internally and with the Department of Water Resources on urban water use efficiency and water conservation programs and their impacts. Maintain and apply expertise in trends, opportunities, and challenges in urban water management; in the operation of California water suppliers and wastewater agencies; and in the roles of</p>   |  |                           |

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|     | <p>urban water management within broader resource management policy contexts. Answer questions from, and provide information to, interested parties, media, and the public on urban water management, efficiency, conservation, and best practices. Perform legislative and budget analysis.</p>   |
| 20% | <p>Support a healthy and productive work environment and manage staff workloads and projects. Support, mentor, and engage with staff on productivity, work/life balance, teamwork, professional development, and technical skill building. Perform administrative duties, including timekeeping, approval of requests for training and travel, and performance evaluations. Supervise contract managers. Develop internal policies and procedures.</p> |
| 15% | <p>Collaborate with attorneys and Office management to brief, and incorporate feedback from, executive management and Board Members. Coordinate with the Office of Enforcement on compliance and enforcement actions.</p>  |
| 5%  | <p>Perform other duties as required.</p>   |
|     | <p>Employee Signature: _____ Date Signed: _____</p>  |