

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Communications Office	UNIT Office of Public Participation	POSITION # 880-230-5393-711	DATE February 2023
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION AGPA		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Marina Perez			
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		
	Under the direction of a Staff Services Manager, I 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. Support the Office of Public Participation to ensure the Water Boards' decision-making processes involve the public and uplift perspectives from environmental justice communities and California Native American tribes. Provide administrative, analytical, and public participation assistance on a variety of water resources issues of concern to the public such as tribal consultations, small water system consolidation, sustainable groundwater management, vapor intrusion, emergency drinking water, long-term drinking water solutions, racial equity and environmental justice (EJ) efforts, site clean-up, and more. Provide high-level administrative assistance while performing a variety of difficult and complex procedures and assignments requiring initiative, discretion, sound independent judgment, independent action and originality, extensive knowledge of principles and methods of public and business administration; ability to communicate effectively; ability to perform a wide scope of tasks including analytical assignments, data management, communications and outreach document development, and meeting coordination support. This position is expected to require up to 25% statewide travel to perform job related duties. Travel may include overnight and weekend stays. Specific responsibilities include:		
45%	Works with office leadership to design, develop, implement, maintain and continually update, and train staff to use an office filing and organizational system. Works with Assistant Director to design, develop, implement, maintain and continually update, and train staff to use an office workflow management system and assistance request process. Assist in developing administrative procedures to streamline and optimize office processes and policies. Provide meeting and administrative support to OPP Director and senior staff including, but not limited to, scheduling, notetaking, filing, and office systems support.. Gather and organize program and participant information		

	<p>needed to effectively schedule meetings. Obtain additional information and action items from meetings for follow-up by Office Director and staff.. Reviews, processes and maintains sensitive, confidential personnel, hiring, accounting, and administrative documents for internal organization development. Arranges travel and prepares itineraries and travel claims for the designated trips. Uses Microsoft suite products including Word, Excel, SharePoint, Teams, and Outlook to communicate, document, and collaborate on program priorities. Uses professional writing and analysis skills to initiate, complete, and track assignments, such as; creating, following, and providing feedback on meeting agendas and action items. Tracks critical project and program deadlines, synthesizes data and information from external and internal sources into reports. Tracks and routes correspondence prepared for the Governor, CalEPA, State Water Board and the Executive Office signatures.</p>
20%	<p>Support administrative meeting planning logistics including but not limited to, researching and reserving meeting venues; coordinating with external partners for event logistics; providing technical support for meeting technology; coordinating all planning logistics for public meetings, workshops, and hearings; facilitate internal and external meetings and workshops in person and online using remote meeting platforms such as Zoom and Microsoft Teams; submitting reimbursement paperwork; setting up physical room layouts; coordinating webcasting requests; archiving meeting notes, videos, materials and public comments. Support OPP staff in development of outreach and engagement materials by reviewing documents for plain language creating and delivering meeting agendas, and public engagement documents or materials. . Review and remediate documents to be accessible to people with visual impairments to be compliant with relevant laws and regulations. Attend community meetings 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.</p>
15%	<p>Respond to public inquiries regarding general Water Boards’ programs, public participation, education, outreach, environmental justice, racial equity, and tribal affairs. Independently respond to complex and sensitive telephone, email and written inquiries from stakeholders, tribes, and the general public. Advise management on expected impacts of Water Boards actions so that accurate responses can be formulated and communicated to stakeholders. Coordinate with environmental justice organizations, nonprofit organizations, tribal representatives and disadvantaged community 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. Represent the Water Boards at outreach, education, drinking water consolidation, and other OPP-related meetings, workshops, conferences, and community events.</p>
15%	<p>Maintain a comprehensive statewide database of EJ organizations, NGOs, local governmental organizations, elected officials, California Native American tribes, and key stakeholders. Assist staff in using the database to identify appropriate audiences</p>

5%	<p>for project notifications and outreach efforts. Provide training and guidance to staff for how to collect, input, and interpret data related to public participation, language access, tribal affairs, racial equity, or safe drinking water. Provide quarterly updates and data on for OPP quarterly program review meetings. 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, and written responses for Board members and executive staff.</p> <p>Perform other duties as required.</p> <p>Employee Signature: _____ Date Signed: _____</p>
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