DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD)  UNIT  POSITION #  DATE
Division of Administrative Services  600-Fee & Revenue Branch  880-600-4800-036  05/15/2023

NAME OF EMPLOYEE (IF APPLICABLE)  Vacant
CURRENT CLASSIFICATION  Staff Services Manager I
PROPOSED CLASSIFICATION (IF APPLICABLE)

NAME OF SUPERVISOR  Cassandra White
CURRENT CLASSIFICATION OF SUPERVISOR  Staff Services Manager II
REVIEWED AND APPROVED BY SIGNATURE

SUPERVISION EXERCISED (IF APPLICABLE)

<table>
<thead>
<tr>
<th>NO. OF EMPLOYEES</th>
<th>CLASS TITLE</th>
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<tbody>
<tr>
<td>1</td>
<td>Research Data Specialist I</td>
<td>4</td>
<td>Associate Governmental Program Analyst</td>
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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

35%  Under the general direction of a Staff Services Manager II 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:

- Supervises all activities related to billing and collection of the Water Board’s Drinking Water and Environmental Laboratory Accreditation Programs and Site Cleanup Cost Recovery. These activities include: (1) Plan and prepares, in consultation with Accounting, Budgets, Legal, and program staff, the current-year fee/revenue activities calendar, which identifies key steps, dates, and organizations/staff responsible for the billing, cashiering, reconciliation, collection, modification, and enforcement of fees; (2) Plans and organizes initial billing cycle processes and test reports; convenes roundtable meetings with affected Regional Water Boards, District Offices, Accounting, Budgets, and Division of Information Technology (DIT) staff to discuss invoicing procedures, timetables, collections, and billing and account receivable systems; and provides instructions and training to staff; (3) Initiates actual billing processes, prepares explanatory material to be sent with invoices, and coordinates efforts with Accounting, DIT, and Reproduction staff for all activities related to invoicing; and (4) Provides training and guidance to Water and Regional Board staff regarding answering fee payers’ inquiries. Interacts with legal and regulatory staff to coordinate enforcement proceedings on delinquent fees and receivables; Prepares monthly summary reports for upper management regarding total receivables, actual receipts to date, and projected collections for various fee programs.

25%  Works closely with the Staff Services Manager II to plan and coordinate the Water Board’s annual adoption of fee regulations; Represents the Water Board at stakeholder and Public Board meetings regarding newly proposed fees, proposed changes to existing fees, and other fee-related issues.
| 20% | Leads a team of staff in the development of new fees; prepares legislative analysis of fee related legislation, and conducts revenue projections, prepares fund condition reports and cash-flow analysis. Performs a full range of administrative supervisory duties such as reviewing and approving docs, providing feedback to staff, mentoring staff, setting unit goals and benchmarks, signing timesheets, and approving time off. |
| 15% | Develops comprehensive policies, procedures, business rules and necessary language for the implementation and management of the program functions being supervised. Assures compliance with all legal requirements involving Water Board’s cost recovery and fee programs. Directs staff in conducting studies as necessary to improve the Water Boards cost recovery and fee programs and advises upper management of needed changes for program improvements. |
| 5%  | Perform other duties as required. |

Employee Signature: ___________________ Date Signed: __________________