

# DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Financial Assistance	UNIT 550	POSITION # 880-550-4800-029	DATE May 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Staff Services Manager I		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR David Maurer			
CURRENT CLASSIFICATION OF SUPERVISOR Staff Services Manager II		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
4	AGPA		
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%	<p>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:</p> <p>Supervises and directs activities of subordinate staff while providing leadership, guidance and support associated with administrative support activities of various water quality funding programs. Analyzes, coordinates and collaborates amongst staff and other units, sections, divisions and senior management in the development of water quality funding program data and reporting, including but not limited to the State Revolving Fund annual reports, legislative reports, work plans, intended use plans, fund expenditure plans, federal and state budget inquiries, legislative inquiries, and associated fiscal and programmatic findings and reports. Guides, researches and develops responses to program inquiries from internal and external stakeholders including the Legislature, Governor's Office and federal and state departments and agencies. Oversees staff that perform, facilitate, coordinate and respond to internal and external program and project audits, including the development and maintenance of procedures for such audits. Oversees staff that develop, track and coordinate funding program documents including but not limited to legislative concepts, regulation packages, policy updates, Board items, and internal control memos.</p>		
35%	<p>Directs administrative program support, database management, and program analysis. Coordinates with senior management to develop, establish, and track performance metrics including developing methodologies and procedures, setting strategic goals and tasks, and tracking to ensure goals are met. Audits, compiles, monitors and reports performance metrics and data, identifies trends and provides recommendations to senior management for the efficient operation of water quality funding programs. Oversees staff and coordinates amongst other units and management in the development and maintenance of standard operating procedures for water quality</p>		

	<p>funding programs. Oversees the development and maintenance of data, tracking and analytical systems to monitor compliance with policy and procedures. Assists other units in the continued development, maintenance, and training of various funding program tracking systems, databases and tools. Develops and presents trainings to division staff and external stakeholders. Oversees staff that develop, facilitate, and present trainings to staff and external stakeholders.</p>
25%	<p>Develops guidelines, procedures and forms, and assists with developing policies for the implementation and management of program support administrative functions. Oversees staff responsible for marketing activities including but not limited to web support tasks, sending Lyris announcements, and coordinating funding program conferences, workshops, and funding fairs. Supervises and directs clerical staff to provide administrative support for funding programs. Serves as program support representative to ad hoc groups formed to solve complex problems. Serves as liaison and program support to other units, sections, divisions and external stakeholders in coordination with senior management. Represents the division and State Water Board at special meetings, conferences, and roundtables.</p>
5%	<p>Perform other duties as required.</p>
<p>Employee Signature: _____ Date Signed: _____</p>	