

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Environmental Program Manager I (Supervisor)		DWR POSITION NUMBER 0840-0756-590	SAP POSITION NUMBER 50022787	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. 8200	BRANCH/SECTION CVFPB/Environmental Svcs & Land Mngt Div.	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input checked="" type="checkbox"/> S10 Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input type="checkbox"/>				
RESPONSIBILITIES EXERCISED <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Andrea Buckley	SUPERVISOR'S CLASSIFICATION CVFPB Deputy Executive Officer	
APPROVED BY (Personnel Analyst's Name) Jennifer Greathouse			DATE 5-10-24	
<i>Percent of Time</i>	<i>Activity</i>			
	<p>The Central Valley Flood Protection Board (Board) establishes, maintains, and enforces standards for the construction, maintenance, and operation of the flood control system to protect life, property, and habitat in California's Central Valley. The Board coordinates State entities, local flood risk control agencies and the federal government to minimize damages from floods in California's Central Valley and is the non-federal sponsor for federal flood control projects in the State Plan of Flood Control. The Board serves as a public forum for flood risk reduction policy in the Central Valley and is responsible for adopting updates to the Central Valley Flood Protection Plan every five years.</p> <p>As a valued member of the Board staff, the incumbent assists the Board with its regulatory and planning responsibilities, including its primary objective: to reduce the risk of catastrophic flooding to people and property within the California Central Valley. This is achieved through the Board's regulatory programs, which include permitting, enforcement, inspection, property management, environmental compliance, as well as through the development, adoption, and implementation of the Central Valley Flood Protection Plan and its updates.</p> <p>The Board is a performance driven, transparent, and responsible organization that values its employees, resources, and partners, and meets new challenges through leadership, innovation, and teamwork. In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and Tribal governments and work toward improving outcomes for all Californians.</p> <p>POSITION SUMMARY</p> <p>Under general direction of the Chief Engineer of the Central Valley Flood Protection Board (Board), the Environmental Program Manager I is responsible for critical and sensitive environmental and natural resource management programs and for planning, organizing, directing, and coordinating the staff work of the Environmental Services and Land Management Branch, which is accountable for environmental</p>			
SUPERVISOR'S STATEMENT:		I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SUPERVISOR'S NAME (Print) Andrea Buckley		SUPERVISOR'S SIGNATURE ➤	DATE	
EMPLOYEE'S STATEMENT:		I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.		
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤	DATE	

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	<p>planning, environmental analysis, and environmental compliance activities of the Board's Encroachment Permit and Enforcement activities, as well as real estate, land use, and property management matters within the Sacramento and San Joaquin Drainage District (SSJDD). The incumbent will be held accountable for timely completion of objectives and for submittal of satisfactory products.</p> <p>ESSENTIAL FUNCTIONS</p> <p>This position requires the incumbent to exercise competent independent judgment; analyze situations accurately and take effective action accordingly; establish and maintain cooperative relationships with other agencies; represent the Board at meetings and hearings of a sensitive nature; communicate effectively both orally and in writing; present clear, concise presentations to the Board and the public in public meetings; have consistent, regular, predictable attendance; assist management in resolving complex administrative problems, and contribute to the Board's mission and objectives effectively. The specific essential duties are, but are not limited to, the following:</p>		
30%	<p>Coordination and Communication - Conduct or coordinate official review of all environmental and real estate documents, to ensure regulatory and policy compliance. Provide high level oversight of staff and critical environmental policy and regulatory compliance programs for the Board. Coordinate and manage communication with internal and external stakeholders. Meet with, as a representative of the Board, agents of the Department, the U.S. Army Corps of Engineers (USACE), local flood control agencies, and other government agencies, private interests, and the public in matters related to multi-benefit projects; flood management; SSJDD land use, right of way, and property management; habitat conservation; water supply and water operation enhancement; fish passage; and agricultural sustainability. Attend board meetings and represent the Board and give presentations at public meetings. Prepare clear, concise, and effective management and technical reports to management on environmental and real estate support activities and responsibilities, and on other topics as required. Provide leadership in inter-agency and public engagement.</p>		
30%	<p>Interaction and Alignment - Provide high-level administrative oversight and maintain liaison with internal and external stakeholders to support the Board's mission. These stakeholders include but are not limited to federal agencies, State agencies, various local agencies, regulatory agencies, and water management entities. These agencies and entities have authority and responsibility that must be considered during the implementation Board policies and regulations. Guide the Board's environmental and land management staff in analyzing and commenting on flood control projects, easements, multi-benefit projects, and all incoming permit applications, to ensure adherence to the California Water Code (specifically, the California Code of Regulations Title 23), the Code of Federal Regulations 208.10, and the California Environmental Quality Act (CEQA). Provide oversight of the Branch's involvement with flood control and conservation plans such as: the DWR Central Valley Flood Protection Plan; the San Joaquin River Restoration Program; flood emergency environmental impacts; Bay Delta Conservation Plan; DWR Delta Habitat Conservation and Conveyance Plan; environmental matters relative to the State Plan of Flood Control; and USACE environmental requirements. Carry authority and accountability for timely completion of program objectives and for submittal of satisfactory products. Assist in formulating and administering policies on behalf of the</p>		

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25%	<p>Board and management level staff.</p> <p>Management and Administration - Plan, lead, organize and control the staff and activities of the Environmental Services and Land Management Branch in order to develop and maintain a highly skilled professional staff to meet the Board's mission through, assigning and distributing work, monitoring and evaluating performance, preparing annual A&D reports, determining training needs and approving training requests, implementing the three phases of progressive discipline, verifying and approving employee's attendance and leave requests, interviewing and hiring qualified employees, fostering a healthy work environment, understanding employee's rights with regards to labor relations, leading by example, and ensuring that systems and procedures are in place and that deadlines are met. Evaluate program performance, policy, and achievements; plan for work force needs.</p> <p>Attend Board meetings which may require traveling by vehicle on public roadways. Represent the Board in environmental compliance negotiations, policy implementation, program budgeting, and strategic planning meetings; at public Board meetings, workshops, conferences, and on committees dealing with the Board's responsibilities; as well as with various professional and governmental organizations. Provide regular updates to the Chief Engineer and Executive Officer. Clearly and effectively present to the Board, stakeholders and the public.</p>		
10%	<p>Budget - Prepare and oversee the budgets for program participants in the Environmental Branch. Direct and prepare budget documents and participate in program control and contract administration using SAP. Prepare reports and coordinate budget proposals. Meet with applicants for large projects that have significant impacts to the flood control system, as well as multi-benefit projects, to discuss problems, coordinate issues, and provide managerial direction during the application and permitting process. Act in the absence of the Chief Principle Engineer when necessary. Other duties as required.</p>		
5%	<p>Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.</p> <p>CORE COMPETENCIES</p> <ul style="list-style-type: none"> " Flexibility/Adaptability: Demonstrate openness to new organizational structures, procedures, and technology. Exhibit flexibility in accepting additional responsibilities " Organizational Skills: Keep work prioritized and organized. Logically approach situations. " Decisiveness: Display strong decision-making skills that display effectiveness and reflect Board standards " Communication: Express oneself clearly in all forms of communication. Give feedback and is receptive to feedback received. Ability to listen, understand and effectively communicate ideas and proposals verbally and in writing. " Ethics/Integrity: Create culture of trusting relationships; demonstrate trust and principled leadership. " Teamwork: Facilitate and maintain cooperative working relationships. " Project Management: Develop work plan with tasks, timeframes, milestones, resources, and 		

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	<p>• Leading Change/Change Management: Respond to changing circumstances and priorities while remaining committed to the Board's vision, mission, values, and goals.</p> <p>KNOWLEDGE AND SKILLS</p> <p>Excellent supervisory and leadership skills; good oral and written communication skills; ability to make presentations to the public and at Board meetings; ability to handle urgent or conflict situations; ability to act independently; and ability to travel to Project locations and inspect facilities.</p> <p>SPECIAL REQUIREMENTS</p> <p>Must possess a valid California Class C Driver License to drive to site visits, board meetings, and other required driving. Must have stamina and ability to bend, kneel, and crawl; climb stairs and uneven (sometimes steep) slopes; and be able to operate computers, instruments, and record data.</p> <p>WORK ENVIRONMENT</p> <p>The Board operates in a Hybrid workplace, meaning employees complete their work responsibilities and work across multiple workplace settings, including on-site at State facilities, home residences and other locations. This position is eligible for telework, pursuant to a formal telework agreement that must be updated periodically.</p> <p>FINANCIAL DISCLOSURE</p> <p>This position is covered in the Political Reform Act and requires financial disclosure within 30 days of the first and last day physically worked in a covered position and annually by April 1st.</p> <p>OTHER RESPONSIBILITIES</p> <p>In support of the California State Emergency Plan, this position may be redirected to provide necessary support during Governor declared emergencies, including flood, dam, State Water Project, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and may assist agencies such as the Department of Water Resources, California Office of Emergency Services (Cal OES), and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. When a State of Emergency is proclaimed, Cal OES will lead California's recovery operations and coordinate assistance provided by other State agencies and the federal government.</p>		