



Classification: Environmental Program Manager
I (Supervisory)
Position Number: 880-120-0756-007

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 24-120-131	Classification Title: Environmental Program Manager I (Supervisory)	Position Number: 880-120-0756-007
Incumbent Name: Vacant	Working Title: Toxics Cleanup Division Manager	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: S10
Division/Office: San Francisco Bay Regional Water Quality Control Board (Region 2)		Section/Unit: Toxics Cleanup Division
Supervisor's Name: Ross Steenson		Supervisor's Classification: Career Executive Assignment B

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the general direction of the Assistant Executive Officer, a Career Executive Assignment, 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.
Position Description
Working under established Board policies and guidelines, or with general direction from the Assistant Executive Officer, develops appropriate policies and guidelines, performs the full range of supervisory duties over the Toxics Cleanup Division's technical and administrative work related to: (1) review of site assessment and remediation plans and reports, (2) implementation of the Underground Storage Tank program and Site Cleanup Program, including inspections, monitoring, and groundwater and soil remediation, (3) overseeing or assisting in overseeing the investigation and remediation of petroleum and toxic substance releases and (4) responding to spills and taking appropriate enforcement actions.
Essential Functions (Including percentage of time):

35%	Oversee and coordinate the work of four Toxics Cleanup Division sections and one Research Scientist III (Chemical Sciences) to assure timely implementation of investigation, remediation, mitigation, and monitoring at sites affected by unauthorized discharges, ultimately leading to case closure. Prepare program work plans and performance targets, provide day-to-day guidance, review and approve completed work, and prepare and present updates to executive management regarding progress and pending issues. Assign section leaders and directly supervised staff members with general and specific projects and responsibilities, provide general direction and objectives, technical guidance, and interpretation of policy as necessary to accomplish the Division's mission. Assure timely completion of work and uniform application of policies within budget. Establish and review Division goals and work plans on a yearly and semi-annual basis. Set and implement priorities and objectives in accordance with established goals and work plans.
30%	Using scientific and cleanup expertise and knowledge, implement the increased evaluation of human and environmental health as part of providing regulatory oversight for site investigation and cleanup of unauthorized discharges. Review completed staff work (e.g., correspondence, tentative Board orders, and Board reports) in a timely manner to ensure the work is complete, and findings and direction are appropriate. Implement practices to advance strategic priorities including addressing climate change (e.g., groundwater rise at cleanup sites), racial equity and environmental justice, and workforce planning and development. Ensure that correspondence and directives for cases with contaminants of emerging concern adequately and appropriately account for their characteristics and impacts in accordance with the latest science. Support staff at meetings with responsible parties on sensitive projects and/or programs of Board special interest to resolve technical and administrative issues in a timely manner. Provide recommendations to Assistant Executive Officers on enforcement actions. Coordinate and communicate effectively with State Water Resources Control Board, other Regional Water Quality Control Boards, other government agencies, various stakeholders, and other parties to resolve organizational, technical, and regulatory issues as they arise in the review and development of policies, programs and practices for groundwater and soil investigations and remediation.
10%	As part of routine supervision, coach, mentor, and complete performance evaluations of Section Leaders and Senior Specialists; distribute and manage workload; manage budget expenditures; adhere to agency procedures; track and report program and project performance; and ensure staff have the tools necessary to perform their duties.
10%	Provide written correspondence regarding projects via email with external stakeholders, peers, and management. Develop written reports and PowerPoint presentations and attend meetings with peers, supervisors, management, and external stakeholders. Provide status of tasks or projects, share technical and regulatory information, seek input, and facilitate and support decisions surrounding Board orders and informational items.



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5%	Manage special projects/teams that support our priorities and initiatives related to groundwater cleanup and protection across both the Toxics Cleanup and Groundwater Protection Divisions. Examples of these efforts include maintaining and updating our environmental screening levels, addressing sea level rise/groundwater rise (climate change), and supporting sustainable groundwater management. Duties consist of providing direction on overall purpose, objectives, and tasks; review of work products (charter, plans, status reports); tracking progress; and briefing executive management, stakeholders, and the Board.
5%	Work collaboratively in groups internally and with external stakeholders (e.g., regulated parties, community organizations, other government agencies, and Water Board divisions) to develop technical, regulatory, and procedural recommendations for projects and issues.

Marginal Functions (Including percentage of time):

5%	Perform other duties as required.
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Typical Physical Conditions/Demands:

The job requires extensive use of an agency-provided personal computer and the ability to sit/stand at desk, communicate regularly through Microsoft Teams, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 50 lbs., standing/sitting for long periods of time, etc.

Typical Working Conditions:

The standard work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date
Ross Steenson		
Employee Name	Employee Signature	Date



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