



**Classification:** Staff Services Manager I (Spec)  
**Position Number:** 880-230-4800-010

## DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

<b>RPA Number:</b> 25-240-003	<b>Classification Title:</b> Staff Services Manager I (Specialist)	<b>Position Number:</b> 880-230-4800-010
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Collaborative Engagement Specialist	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-time	<b>CBID:</b> E48
<b>Division/Office:</b> Office of Public Engagement, Equity, and Tribal Affairs		<b>Section/Unit:</b> Public Engagement and Environmental Justice
<b>Supervisor's Name:</b> Amy Kronson		<b>Supervisor's Classification:</b> Environmental Program Manager I (Managerial)

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> <i>Nina Lopez</i>	<b>Date:</b> 07/29/2025

<b>General Statement</b>
Under the general direction of the Environmental Program Manager I (Managerial) 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.
<b>Position Description</b>
Under the general direction of the Environmental Program Manager I, the Staff Services Manager I Specialist (SSM I) will be responsible for coordinating all domestic well programs in the state, ensuring alignment, coordination, and public communication. This includes implementing and administering the domestic well testing program under Assembly Bill 2454 (AB 2454), with particular emphasis on outreach, education, and compliance efforts to ensure rental properties with domestic wells comply with state regulations. The SSM I (Specialist) will serve as the primary liaison for domestic well issues between the State Water Board, Regional Water Boards, CV-SALTS Management Zones, Groundwater Sustainability Agencies, county officials, well owners, tenants, and other relevant stakeholders.

**Essential Functions (Including percentage of time):**

35%	Lead the implementation and ongoing coordination for requirements under AB 2454. Develop and execute an implementation plan that includes key milestones to meet programmatic goals and track progress. Serve as the State Water Boards domestic well primary point of contact for California counties and domestic well program administrators, such as Groundwater Sustainability Agencies (GSA), Central Valley Salinity Alternatives for Long-Term Sustainability (CV-SALTS) Management Zones, and others ensuring statewide consistency and alignment with statutory requirements. Establish long-term communication structures to support program continuity and performance tracking. Contribute to strategic planning and long-term policy efforts, including participation in funding proposals, legislative initiatives, and interagency collaboration with efforts like the Safe and Affordable Funding for Equity and Resilience (SAFER) Drinking Water Program.
25%	Design and implement a statewide public outreach and education program focused on increasing awareness of AB 2454 requirements and available well testing resources. Develop accessible and multilingual materials for property owners, tenants, and other stakeholders. Launch and maintain a dynamic public-facing website and tools including an interactive service area map. Plan and conduct workshops, meetings with interested parties, county-specific workshops, and community education events as needed. Incorporate feedback and evolving program data to refine outreach strategies and ensure ongoing public engagement.
15%	Develop and manage a statewide compliance tracking system to measure compliance with AB 2454, in collaboration with local well testing program administrators. Utilize the tracking system to monitor participation, track water quality test results, and ensure timely communication of findings to tenants. Identify barriers to compliance and recommend strategies to improve participation and accountability. Prepare and submit quarterly updates to the State Water Board, and issue annual public reports summarizing statewide compliance trends and implementation progress.

**Marginal Functions (Including percentage of time):**

10%	Collect, organize, and analyze program data related to participation, water quality outcomes, and compliance status. Collaborate with other technical staff to create and maintain mapping tools and dashboards that visualize service areas, program boundaries, and areas of concern. Use data insights to identify high-risk communities and prioritize outreach and program delivery accordingly. Continuously improve data systems to support transparency, planning, and interagency coordination. Coordinate with the Office of Enforcement and local counties on enforcement mechanisms.
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10%	Support the development of policies and long-term strategies aimed at improving the efficiency and impact of domestic well testing programs and interim replacement drinking water programs. Use program data, stakeholder input, and implementation experience to inform proposals for legislative change, funding allocations, and administrative improvements. Document lessons learned and contribute to refining program design and outreach activities over time.
5%	Perform other duties as required.

**Typical Physical Conditions/Demands:**

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, 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. The incumbent works on the 13th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday.

**Typical Working Conditions:**

The incumbent works on the 13th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. 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
Employee Name	Employee Signature	Date