



Classification: Environmental Program Manager I
(Supervisory)
Position Number: 880-250-0756-XXX

DUTY STATEMENT

☐ **CURRENT**

☒ **PROPOSED**

RPA Number: 25-250-022	Classification Title: Environmental Program Manager I (Supervisory)	Position Number: 880-250-0756-XXX
Incumbent Name: VACANT	Working Title: Sustainable Water Plans and Policies Section II Manager	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: S10
Division/Office: Division of Water Quality		Section/Unit: Sustainable Water Plans and Policies II
Supervisor's Name: Annalisa Kihara		Supervisor's Classification: Principal Water Resource Control Engineer

Human Resources Use Only:

HR Analyst Approval:

Date:

General Statement

Under the general direction of the Assistant Deputy Director of the Groundwater Quality Branch, the Environmental Program Manager I serves as the manager of the Sustainable Water Plans and Policies II Section and directs the activities of a multidisciplinary staff of employees. As part of direct supervision, the incumbent works to expand employee and organizational skills and may act as the Groundwater Quality Branch Manager in their absence. 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

The incumbent will serve as the Environmental Program Manager I (Supervisory) overseeing the Sustainable Water Plans and Policies II Section in the Groundwater Quality Branch in the Division of Water Quality, and lead teams to equitably increase water resiliency in California while protecting ecosystems for present and future generations.

Essential Functions (Including percentage of time):



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25%	Manage, direct, oversee, and review the work of staff in the Sustainable Water Plans and Policies II Section, which includes the following: Strategy to Optimize Resource Management for Stormwater (STORMS) Unit, Recycled Water Desalination Unit, and Nonpoint Source Unit. Manage projects, people, and resources. Identify priorities, assign work, and set and meet deadlines. Develop resource plans, program workplans, and project schedules. Provide leadership, technical direction, and training to unit staff. Recruit and hire staff. Evaluate performance. Conduct teambuilding activities and foster a productive and motivated team atmosphere.
25%	Oversee the development, amendments to, and implementation of water quality control plans, policies, permits, and orders, and the associated regulatory packages, including the staff report, response to comments, environmental checklist, environmental analysis, and economic analysis. Oversee the preparation of public notices, presentations, correspondence, complex reports, and briefing documents with policy options and staff recommendations. Provide direction and oversight to Sustainable Water Plans and Policies Section II staff on technical and policy matters such as those related to stormwater capture and use, recycled water, brackish groundwater desalination, and nonpoint source discharges.
10%	Prepare or supervise the preparation of correspondence as it arises in the normal course of business associated with water quality environmental review activities, or federal grant funding. Prepare briefing documents, talking points, and presentations to the State Water Board members and Executive management. Brief Executive management and Board members on ongoing work and areas of controversy. Respond to requests from State Water Board members and the Executive Office, including the Office of Public Affairs.
10%	Represent the Water Boards in outreach and engagement efforts, including giving presentations, facilitating meetings and workshops, and conducting Tribal consultations. Conduct equitable community and Tribal outreach and engagement, establish and maintain partnerships, and foster open communication for voices from historically underserved and disadvantaged communities, including conducting outreach and analyses and developing findings consistent with Water Code section 13149.2. Conduct programmatic assessments and identify actions to implement the Water Board's Racial Equity Resolution, Racial Equity Action Plan, Human Right to Water Resolution. In cooperation with the Communications Office and the Office of Public Participation, develop talking points, presentations, and outreach material for members of the media and the public.
10%	Develop partnerships and effectively work with diverse groups, including interagency partners, Tribal representatives, and interested parties. Convene and manage interagency coordination groups and coordinate with interagency partners. Participate and provide program updates in meetings including, but not limited to board briefings, information items, board items, Water Board program round tables public meetings, hearings, and workshops. Clearly convey complex analyses and concepts to diverse audiences and respond to inquiries from members of the public and interested parties.



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10%	Oversee the development of project proposals and management of grants and contracts to ensure efficient and effective use of state and federal funding. Provide guidance and oversight to staff on the development, implementation, tracking and review of grants and contracts including scopes of work, cost estimates, schedules, work orders, progress reports, and invoices.
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Marginal Functions (Including percentage of time):

5%	Develop performance measures, estimate resource expenditures, prepare budget change proposals. Analyze and prepare responses for legislative inquiries, bill analysis, budget change proposals and finance letters.
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. The job also requires giving presentations and attending meetings virtually as well as in person. This position requires travel to various locations throughout the state by car, rail, and air to attend meetings, trainings, and site visits.

Typical Working Conditions:

The position is eligible for partial remote work with periodic travel and at least two days a week at the headquarter office. When in-office, the incumbent works in an office on the 15th floor of a high-rise office building in downtown Sacramento. The work schedule is Monday through Friday. Periodic travel by car and airplane locally and within the state is required, including occasional overnight travel.

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