



Classification: Career Executive Assignment (CEA)
Position Number: 880-180-7500-001

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-180-XXX	Classification Title: Career Executive Assignment (CEA), Level A	Position Number: 880-180-7500-001
Incumbent Name: VACANT	Working Title: Assistant Executive Officer	Effective Date: TBD
Tenure: Non-Tenured	Time Base: Full Time	CBID: M01
Division/Office: Santa Ana Regional Water Quality Control Board/Executive Office		Section/Unit: Executive Office
Supervisor's Name: Eric Lindberg		Supervisor's Classification: Executive Officer

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the general direction of the Executive Officer 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
The Assistant Executive Officer is part of the executive management team for the Santa Ana Water Board. The position is responsible for personnel management of three branches and one administrative section. The position provides leadership of the Santa Ana Water Board's water quality control plan and is responsible for implementing policies and review of staff-level decisions regarding regional water quality issues. The position will also work with various government and non-governmental agencies, business and environmental organizations, the media, and the public. The position acts as a prosecution officer for the Santa Ana Water Board's enforcement actions.
Essential Functions (Including percentage of time):



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40%	Plan, organize, and direct the technical and managerial activities of the Santa Ana Water Board staff, including direct supervision of the Branch Managers of the Groundwater Protection, Surface Water and Agriculture, and Planning, Implementation, and Permitting. Duties include general coordination of the Santa Ana Water Board work responsibilities, formulation of policies and procedures with respect to staff activities for recommendations to the Executive Officer, and review, revision, and approval of correspondence and work products. Set clear organizational goals, performance expectations, and metrics for technical and administrative staff; motivate staff to perform at a high level and use their skills effectively; organize and foster strong interdisciplinary teams; promote diversity of perspectives by creating a safe space for feedback in the workplace; encourage innovation and initiative; and plan for effective succession within staff leadership.
15%	Provide direct oversight of the Staff Services Manager I who supervises the Administrative Services Section. Provide direction and support to the Manager with the responsibility to manage the administrative activities of the Santa Ana Water Board staff, including recruitment, personnel actions, budgets, contracts, database support, customer service, and file and mail management.
15%	Represent the Santa Ana Water Board before other boards, agencies, and groups. Make presentations before the Santa Ana Water Board concerning the region's activities. Plan for and participate in external meetings or workshops as requested or needed, such as local and state public meetings, task force meetings, community/stakeholder meetings, and other outreach activities.
15%	Act as the lead for enforcement activities and functions as the Santa Ana Water Board's Prosecution Officer by overseeing the region's enforcement matters.

Marginal Functions (Including percentage of time):

10%	Acts on behalf of the Executive Officer in their absence and for delegated activities.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job is primarily sedentary, requires extensive use of a personal computer, attending meetings, 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.

Typical Working Conditions:

The incumbent works on the 5th floor of an office building in downtown Riverside in an enclosed office, the office is a smoke-free and fragrance-free environment. The work schedule is typically Monday through Friday. Travel may be required locally and within the state.



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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 Name	Employee Signature	Date