



Classification: Career Executive Assignment (CEA)
Position Number: 880-180-7500-003

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 25-170-004	Classification Title: Career Executive Assignment (CEA), Level A	Position Number: 880-170-7500-003
Incumbent Name: VACANT	Working Title: Assistant Executive Officer	Effective Date: TBD
Tenure: Non-Tenured	Time Base: Full Time	CBID: M01
Division/Office: Colorado River Basin Regional Water Quality Control Board (CRWQCB) – Region 7		Section/Unit: Executive Office
Supervisor's Name: Michael Placencia		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 (AEO) is responsible for delivering timely and professional responses to both internal and external clients. The AEO provides supervision and technical guidance to management, staff, and the public. In this role, the AEO represents the Regional Board at technical meetings, delivers presentations, and makes decisions related to project development, permitting, and enforcement activities. The AEO also oversees technical and supervisory staff and implements State and Regional Board policies concerning personnel matters. Additionally, the AEO supports the Executive Officer in policy development, planning, and in directing and coordinating the operations of the Regional Water Board.
Essential Functions (Including percentage of time):



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45%	Provides supervision and guidance to technical section and unit chiefs relative to planning, organizing, staffing, directing and controlling their programs; prepares Regional Water Board's budgets, workload planning and performance targets for those programs; supervises and directs implementation of the program budgets for the Region by reviewing and approving activities of program managers, conducts analyses of program resources and achievements, and recommends reallocation of program resources for Executive Officer approval. In this capacity, the incumbent assesses and resolves difficult water quality and administrative issues; provides managerial guidance and administrative direction for Regional Board activities and programs relating to groundwater and surface water cleanups and similar water quality issues; reports to the Executive Officer on staff productivity, efficiency, and performance.
20%	Reviews complex, critical, and sensitive engineering and/or scientific actions including items for the Regional Board agenda recommended by the technical section and unit chiefs. Responsible for identifying those technical issues that require review and approval of the Executive Officer and formulates recommendations to the Executive Officer that are technically consistent with and conform to the Board's plans and policies. Represents the Regional Board at hearings that require professional testimony, conforming to the Board's plans and policies. Provide guidance and directions to staff on compliance with administrative policies and procedures. Develops procedures and protocols to conduct the Water Board's business, such as permit and enforcement order development and administrative processing. Implement State and Regional Board policies concerning personnel, serving as second level review of employee grievances and disciplinary matters.
15%	Assists the Executive Officer in the development of the Board's plans and policies; when delegated, represents the Regional Water Boards at high level conferences and meetings relating to policy, planning, and regulatory matters, including seeking input and support from local agencies, communities, industries, and major advocate groups. Serves as acting Executive Officer in their absence; and serves on high level committees of major studies and investigations. Assists in planning and implementing public outreach efforts and collaboration with dischargers and/or interested persons. Participates in assignments necessary or desirable to carry out the mission of the Board, such as serving on appropriate committees, speaking at public forums, meeting with customers and interest groups, preparing press releases, communicating with the media, and serving as the Regional Board ombudsman. Performs other duties as required within the scope of knowledge and abilities expected of the Career Executive Assignment classification.



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15%	Acts as Chief Enforcement Officer for the region. Oversee the enforcement functions for the region. In consultation with the Executive Officer, set regional enforcement priorities. Ensures consistent and appropriate enforcement of water quality violations. Evaluates specific violations and prioritizes enforcement actions. Issues Administrative Civil Liability Complaints, drafts Cleanup and Abatement Orders, drafts Time Schedule Orders or Cease and Desist Orders and Settlement Agreements. Act as the lead for the prosecution team for any enforcement actions to be heard before the Regional Board. Lead confidential settlement discussions regarding resolution of violations with responsible parties.
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Marginal Functions (Including percentage of time):

5%	Perform other duties as required.
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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 in a single-story office building in the Palm Desert Civic Center. The incumbent will work in an office in a smoke-free environment. The work schedule is Monday through Friday. Current State of California Policy allows a hybrid work environment with some office days, and some telework (remote work) days. Evening and weekend work may be necessary to complete the assigned task in a timely fashion. 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

