Classification: Environmental Program Manager I (Supervisory)
Position Number: 880-150-0756-007

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-150-016	**Classification Title:** Environmental Program Manager I (Supervisory)	**Position Number:** 880-150-0756-007
Incumbent Name: Vacant	**Working Title:** Planning Program Manager	**Effective Date:** TBD
Tenure: Permanent	**Time Base:** Full time	**CBID:** S10
Division/Office: Central Valley Regional Water Quality Control Board/Region 5 Sacramento	**Section/Unit:** TMDLS Basin Planning and Delta Section	
Supervisor's Name: Adam Laputz	**Supervisor's Classification:** Career Executive Assignment (C.E.A.) B, Assistant Executive Officer	

Human Resources Use Only:	
HR Analyst Approval: Jennifer Fiedler-Luna	**Date:** 10/24/2025

General Statement

Under the general direction of the Career Executive Assignment (C.E.A.) B, Assistant 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. Implement the Central Valley Water Board's policies, procedures, and programs.

Position Description

The Planning Program Manager is responsible for supervising the scientific and technical work of staff engaged in Central Valley Water Board Basin Planning activities, water quality investigations, monitoring programs, total maximum daily load projects, and Delta activities. The Program Manager is expected to provide exemplary and polite customer service, working closely with internal and external stakeholders in daily activities.

Essential Functions (Including percentage of time):

45%	Lead Regional Basin Planning initiatives, including developing Basin Plan Amendments, initiating and managing projects to address impaired waters through the implementation of total maximum daily loads (TMDLs), designating tribal beneficial uses consistent with state and federal policies, and conducting specialized studies and investigations. Engage regularly with internal and external stakeholders, tribal governments, federal and state agencies, nongovernmental organizations, and interested persons to develop and negotiate program project components. Lead once-every-three-years (triennial) review of water quality standards and basin planning initiatives, coordinating stakeholder engagement efforts and proposing regional priorities. Manage and supervise subordinate supervisory and non-supervisory staff. Provide staff with regular and timely written performance evaluations. Counsel staff and initiate disciplinary actions as necessary. Recruit, hire, train, develop, and provide leadership to staff. Ensure staff development and training to promote effective implementation of program goals. Comply with all state and federal laws, regulations, contracts, and policies in hiring, developing, and managing employees. Perform administrative duties by adhering to Central Valley Water Board policies and procedures. Submit administrative requests such as leave, overtime, travel, and training promptly and appropriately.
35%	Lead Regional Delta water quality initiatives, including but not limited to the Board's participation in and oversight of the Delta Regional Monitoring Program, harmful algal bloom assessment and mitigation efforts, special studies, and stakeholder working groups. Establish and maintain effective working relationships with Delta stakeholders, including tribal governments, disadvantaged communities, municipalities, agricultural interests, nongovernmental organizations, state and local agencies, and others. Develop effective outreach and engagement efforts for controversial projects. Act as a representative of the Board and its executive leadership in a wide variety of capacities, including through the facilitation of internal and external stakeholder meetings, the development of external communication strategies, and by creating and delivering presentations at public speaking engagements. Represent the program in front of the Board, including during public meetings seeking guidance from the Board, informational presentations, and hearings. Participate in special leadership projects as directed by the Board's Executive Management Group.
15%	Act as the Program Manager for the Region-wide Planning Program, ensuring adequate Board and Executive input on the development and implementation of annual workplans. Track resource commitments and achievement of workplan objectives. Continuously evaluate resources and personnel needs for program implementation. Coordinate implementation of regulatory programs established in the Basin Plan with permitting and enforcement programs.
Marginal Functions (Including percentage of 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 for long periods of time, 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. Must be able navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday.
Typical Working Conditions:
The work schedule is Monday through Friday with mandatory “in office” attendance per operational need and state requirements. Overtime, including evening and weekend work, may be necessary during the year or when the department is mission tasked. Regular travel will be required locally and within the state with frequent overnight stays.

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