



Classification: Supervisor I
Position Number: 880-402-4800-001

DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: 25-402-073	Classification Title: Supervisor I	Position Number: 880-402-4800-001
Incumbent Name: Vacant	Working Title: Chief of Administrative Operations Unit	Effective Date: January 2026
Tenure: Permanent	Time Base: Full Time	CBID: S01
Division/Office: Division of Drinking Water/Program Management Branch	Section/Unit: Environmental Laboratory Accreditation Program Section/Administrative Operations Unit	
Supervisor's Name: Christine Sotelo	Supervisor's Classification: Environmental Program Manager I	

Human Resources Use Only:

HR Analyst Approval: Alexandra Rui洛ba-Olah

Date: January 5, 2026

General Statement

Under the general direction of an Environmental Program Manager 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 Supervisor I serves as a key leader within the Environmental Laboratory Accreditation Program (ELAP), providing administrative oversight and fostering collaboration under the guidance of the Environmental Program Manager I. In alignment with the State and Regional Board's Strategic Plan, the incumbent ensures timely, courteous, and effective communication, upholds departmental standards, and delivers high-quality work that supports ELAP's mission to protect public health and the environment.

Essential Functions (Including percentage of time):



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45%	Supervises and directs the work of analytical and administrative support staff in ELAP within the Administration Operations Unit. Plans, organizes, and directs ELAP operations workload via program oversight and administrative authority. Recruits, trains, and evaluates through the use of probation and annual appraisals, in accordance with established guidelines with ratings and the work performance of direct reporting staff to ensure administrative services are performed efficiently and effectively. Completes the Individual Development Plans and Performance Evaluations for direct reporting staff. Monitors employee attendance and approves employee leave requests; initiates and conducts employee selection interviews and hires; oversees and assesses the training and development needs of direct reporting staff. Monitors employee performance, provides guidance and mentoring, conducts counseling sessions, and takes corrective action when appropriate.
25%	Manages staff who work on the accreditation process using lean 6-sigma principles by overseeing the accreditation process to continuously improve the program. Recommends, approves, and implements modifications and/or enhancements to the program's accreditation process and newly adopted fee structure. This includes applications, amendments, alternative test procedures, assessments, Geographic Information System (GIS) mapping, checklist quality, email boxes (general and proficiency testing). Manages staff and oversees the program's processes and procedures to maintain the master laboratory files. Oversees the records retention policy and updates administrative program Standard Operating Procedures (SOPs). Tracks and completes supply orders, accreditation inquiries with program's Quality Assurance Officer, United States Environmental Protection Agency (USEPA) drinking water primacy administrative requirements, Public Records Act requests, regulations transition plan, contracts management, and out of state travel. Acts as conference and training liaison. Manages and oversees reciprocity processes, new regulations Roadmap to ELAP accreditation campaign, laboratory outreach and compliance assistance initiatives, strategic planning, USEPA audit preparation, workshop and meeting facilitation, and transition appointments for the NELAC Institute (TNI) compliance assistance initiative.
20%	Acts as liaison to the Third-Party Assessment (TPA) Agencies; updates and revises the TPA agency process and procedures; updates and presents the Water Board resolution for TPA agency ELAP contract. Updates and revises TPA agency SOPs and operations manuals to ensure compliance with statutory and regulatory changes and document business process updates. Responds to complex and/or non-standard requests for information related to ELAP operations, business processes, and complex questions regarding statutory and regulatory procedures. Provides information and analysis to the Program Chief, identifying quality control statistical trends to document issues/problems with the Program operations. Prepares Budget Change Proposals and Issue Papers for various units within ELAP. Acts as liaison to the Division of Administrative Services Fee Branch and works collaboratively to develop and implement the newly adopted ELAP fee structure; develops and implements new fees structure procedures and documents for laboratories.
Marginal Functions (Including percentage of time):	



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5%	Acts as the project manager or personally performs the most complex and/or detailed projects assigned by Program Chief, Executive Staff, or Board Members. Analyzes legislation and determines fiscal and other operational impacts. Responds to and implements USEPA audit report recommendations. Prepares statistics for ELAP's Management Review Report.
5%	Performs 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.

Typical Working Conditions:

The incumbent works in a state owned or leased facility, 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 overnight 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