



Classification: Supervising Water Resource Control Engineer
 Position Number: 880-260-3849-001

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-260-051	Classification Title: Supervising WRCE (Sup.)	Position Number: 880-260-3849-001
Incumbent Name: Vacant	Working Title: Investigation and Technical Assistance Section Manager	Effective Date: TBD
Tenure: Permanent	Time Base: Full-time	CBID: S09
Division/Office: Office of Enforcement		Section/Unit: Investigation and Technical Assistance Section
Supervisor's Name: Yvonne West		Supervisor's Classification: CEA B

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the direction of a CEA 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 Investigation and Technical Assistance Section Manager is a leadership role within the Office of Enforcement that manages the work of the Special Investigations, Fraud Waste and Abuse Prevention, and Underground Storage Tank Enforcement Units and provides technical supervision and expertise to enforce actions state-wide and across multiple program areas. Under general direction of the Director of the Office of Enforcement and consistent with good customer service practices, the Investigation and Technical Assistance Section Manager is expected to execute their responsibilities in a professional, collaborative, and deliberate manner; 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.
Essential Functions (Including percentage of time):



40%	<p>Manage the work of the Office of Enforcement's Special Investigations, Fraud Waste and Abuse Prevention, and Underground Storage Tank Enforcement Units. Supervise the unit supervisors as they establish staff workloads, priorities, and schedules and review correspondence, calculations, and approvals by the unit supervisors and specialists. Manage and supervise one WRCE Specialists working on special statewide enforcement initiatives and projects developed by the Regional Boards and State Board Divisions and/or assigned to Office of Enforcement by Executive Management, CalEPA and/or the Governor's Office. Indirectly supervise technical staff in the Office of Enforcement's Special Investigations, Fraud Waste and Abuse Prevention, and Underground Storage Tank Enforcement Units. Unit staff and specialists function as case managers for specific adjudicatory proceedings and enforcement actions. Manage the work, budget, staffing, and staff training and morale of the section to ensure program and Board objectives are met.</p>
20%	<p>Plan, direct, and organize critical assignments involving complex technical engineering, geotechnical and scientific issues. Respond to complex and/or sensitive inquiries from high-level sources such as the Deputy Director, the Executive Director, Board members, Cal/EPA, the Governor's Office, and the Legislature involving projects or program status and policy interpretations or recommendations.</p>
15%	<p>Coordination and outreach with Regional Boards and other State Board Offices, and Division on Water Quality enforcement program issues and cases, hosting Enforcement Roundtable, participating in other program roundtables, and being an active member of the Deputy Managers Committee.</p>
10%	<p>Assist in the development of Office of Enforcement policies. Under the general direction of the Director and in collaboration with other section leads and unit supervisors, develop and implement office wide and unit specific strategic plans, environmental justice initiatives, employee engagement action plans, and diversity in hiring practices.</p>
Marginal Functions (Including percentage of time):	
5%	<p>Act for the Director in his/her absence and assist the Director in coordinating with other State Water Resources Control Board Divisions and offices, Regional Water Boards, other state and local agencies, and United States Environmental Protection Agency.</p>
5%	<p>Provide policy guidance, analyze legislation, and present information on enforcement programs at public meetings and workshops.</p>
5%	<p>Perform other duties as required.</p>
Typical Physical Conditions/Demands:	



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The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 25 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The headquarters are located on the 23rd floor of a high-rise building in downtown Sacramento, with access to an enclosed, temperature-controlled, smoke-free office. The incumbent works a hybrid in office/at-home schedule and is required to be in the office based on operational need determined by Office of Enforcement management. Regular and consistent attendance—whether office-based or remote-centric—is essential to the successful performance of this position. Occasional travel to attend project-related meetings, public meetings, public hearings, and site visits is required. Some travel may require 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