



Classification: Career Executive Assignment, Level B
 Position Number: 880-402-7500-001

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-402-XXX	Classification Title: Career Executive Assignment, Level B	Position Number: 880-402-7500-001
Incumbent Name: Vacant	Working Title: Deputy Director	Effective Date: TBD
Tenure: Permanent	Time Base: Full-time	CBID: M01
Division/Office: Division of Drinking Water		Section/Unit: Division of Drinking Water
Supervisor's Name: Eric Oppenheimer		Supervisor's Classification: Executive Director

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the direction of the Executive Director 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 Deputy Director has both statutory and State Water Board delegated authority of the State's Safe Drinking Water Act program to act for, and on behalf of, the State Water Board in all matters and with all authority under California's Safe Drinking Water Act, and under the Federal Safe Drinking Water Act and execute all documents necessary to carry out such authority and to act for the State Water Board in all matters and with all authority under the Environmental Laboratory Accreditation Act, and execute all documents necessary to carry out such authority. The Deputy Director directly supervises the Branch Chiefs of the Program Management Branch, the Resiliency and Data Branch, and the three Drinking Water Field Operation Branches as well as the Drought Program Manager, the Executive Assistant, and the Division's Administrative Officer. The Division's Deputy Director is the agency's primary spoke person in a variety of local, state and national forums dealing with issues that affect environmental management and drinking water.



Essential Functions (Including percentage of time):

30%	Formulate statewide policy to develop, implement and improve drinking water and environmental management programs in order to maintain a physical environment which promotes good health and reduces or eliminates conditions hazardous to health. Advise the Executive Director, the State Water Board Members, and in some cases, the CalEPA Secretary on policy matters pertaining to drinking water and environmental management. Policy development includes statewide implementation of federal regulations to maintain the state's Primacy status for implementation the federal Safe Drinking Water Act, development of statewide drinking water regulations including maximum contaminant levels, regulations for the Environmental Laboratory Accreditation Program (ELAP), and implementation Safe and Affordable Funding for Equity and Resilience (SAFER) program in coordination with the Division of Financial Assistance.
30%	Plan, organize, direct, and manage staff within the Division of Drinking Water in a variety of program activities that include the oversight and regulation of public water systems, the SAFER program, and the ELAP. These programs require the ongoing development of statewide standards, regulations and policy for continued implementation. Redelegate portions of their statutory and State Board delegation authorities to other members of the Division's management team to fulfil the mission of the Division.
20%	Evaluate the effectiveness and adequacy of the programs within the Division of Drinking Water and implement adjustments to the program goals, policies, objectives and operations to improve program performance and operate within budget.
10%	Represent the State Water Board in meetings with federal, state, and local government jurisdictions, as well as private industry, to discuss policy, legislative, and budget issues pertaining to the programs within the Division of Drinking Water. As a member of the executive team, coordinate directly with the Regional Water Quality Control Boards, California Department of Public Health, and the Office of Environmental Health Hazard Assessment.
5%	Participate with the State Water Board's Executive management team in the development of budgets, legislation, strategic plans, and the creation of new programs.

Marginal Functions (Including percentage of time):

5%	Perform other duties as required.
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Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a cell 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. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 50 lbs, standing/sitting for long periods of time, etc.



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Typical Working Conditions:

The incumbent works on the 24th floor of a high-rise office building in downtown Sacramento, in an enclosed, windowed office in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during the year when the department is mission tasked during emergency response declarations. Travel may be required locally, within the state, and nationally upon occasion.

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
Eric Oppenheimer		

Employee Name	Employee Signature	Date