



Classification: Supervisor I  
 Position Number: 880-230-4800-003

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 25-230-032	<b>Classification Title:</b> Supervisor I	<b>Position Number:</b> 880-230-4800-003
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Assistant Legislative Director	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full time	<b>CBID:</b> S01
<b>Division/Office:</b> Office of Legislative Affairs		<b>Section/Unit:</b> Office of Legislative Affairs
<b>Supervisor's Name:</b> Candace Cotton		<b>Supervisor's Classification:</b> Career Executive Assignment (CEA), Level A

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> <i>Nina Lopez</i>	<b>Date:</b> 04/16/2026

<b>General Statement</b>
Under the general direction of the Career Executive Assignment (CEA), Level A, Legislative 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.
<b>Position Description</b>
The Supervisor I is responsible for managing analytical staff and overseeing the development, review, and submittal of legislative proposals, bill analyses, and related materials to ensure alignment with Administration priorities and Water Board policies.
The Supervisor I serves as a key advisor and liaison to executive leadership, Board Members, California Environmental Protection Agency (CalEPA), and the Governor's Office, providing strategic guidance on legislative matters and supporting the Legislative Director in advancing the Water Boards' policy objectives. The position emphasizes staff supervision, workload management, quality control, and cross-program coordination, while fostering a collaborative and inclusive work environment.
In addition, the incumbent will oversee the preparation of complex legislative analyses and provide backfill support during peak workload periods or staffing gaps to ensure continuity of operations.



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**Essential Functions (Including percentage of time):**

<p>40%</p>	<p>Provide overall leadership and management of the Office of Legislative Affairs, including planning, organizing, and directing unit workflow and deliverables. Oversee the development and submittal of legislative proposals, bill analyses, and related materials to CalEPA and the Governor’s Office, ensuring alignment with Water Board priorities and program objectives. Establish and adjust priorities, assign and balance workloads, and ensure timely completion of assignments in a dynamic legislative environment. Provide strategic guidance on policy and fiscal implications of proposed legislation and oversee tracking of legislation affecting Water Board programs. Step in as needed during peak workload periods, staffing shortages, or vacancies to ensure continuity of operations and timely completion of critical assignments.</p> <p>Supervise, mentor, and develop professional and support staff, including hiring, onboarding, performance evaluations, timesheet approvals, and individual development planning. Foster a positive and inclusive work environment that supports equal opportunity, prohibits discrimination and harassment, and promotes professional growth. Ensure staff work products meet high standards for quality, accuracy, and consistency, and adapt program priorities as needed to respond to shifting legislative timelines and Administration priorities.</p>
<p>25%</p>	<p>Serve as a key advisor to the Legislative Director and Executive Office on legislative strategy, policy development, and emerging issues. Provide high-level guidance on complex, sensitive, or controversial legislation and legislative proposals, ensuring alignment with Administration priorities and Water Board policies.</p> <p>Act as a primary point of contact for the Executive Office, State Water Board Members, Regional Water Boards, CalEPA, and the Governor’s Office. Support the Legislative Director in coordinating responses, shaping policy positions, and developing strategic approaches to legislative engagement. Provide briefings, recommendations, and decision-support materials to executive leadership.</p>
<p>20%</p>	<p>Serve as a liaison and representative of the Water Boards before the Legislature, state agencies, and external stakeholders. In coordination with the Legislative Director, respond to legislative inquiries, provide technical assistance, and facilitate communication with legislative offices and interest groups.</p> <p>Represent or act as alternate for the Legislative Director at meetings, hearings, and briefings; testify before legislative committees or coordinate subject matter experts as needed. Organize and lead legislative briefings and stakeholder engagement efforts to communicate Water Board priorities and policies.</p> <p>Coordinate and oversee responses to legislative inquiries, information requests, and drills from CalEPA, the Governor’s Office, Board Members, and Executive staff, ensuring accuracy, consistency, and timeliness.</p>



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10%	Direct and coordinate cross-program collaboration with Division Chiefs, program staff, and Regional Water Boards to develop legislative proposals, analyze policy impacts, and ensure consistent implementation of legislative priorities. Serve as the Administrative Liaison/Lead Designee for the unit, functioning as the administrative officer and training liaison by coordinating administrative processes, supporting onboarding and staff development, and ensuring compliance with departmental training requirements.
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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 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. Occasionally the incumbent may need to navigate uneven, rugged terrain for extended periods of time, and be in varied temperatures and outdoor environments while on travel assignments.

**Typical Working Conditions:**

The incumbent works on the 24th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-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 legislative session or when the department is mission tasked. 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