



Classification: Supervisor I  
 Position Number: 880-160-4800-001

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 25-160-XXX	<b>Classification Title:</b> Supervisor I	<b>Position Number:</b> 880-160-4800-001
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Administrative Officer	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time	<b>CBID:</b> S01
<b>Division/Office:</b> Lahontan Regional Water Quality Control Board-Region 6-South Lake Tahoe and Victorville		<b>Section/Unit:</b> Administrative Unit
<b>Supervisor's Name:</b> Jan Zimmerman		<b>Supervisor's Classification:</b> Assistant Executive Officer (C.E.A.)

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> <i>Tiffani Pace</i>	<b>Date:</b> 04/15/2026

<b>General Statement</b>
Under the direction of an Assistant Executive Officer (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.
<b>Position Description</b>
The Supervisor I serves as the Administrative Officer for the region, supervises six analysts in three offices, and provides direction and guidance to the entire administrative division consisting of nine administrative staff. The Supervisor I is responsible for administering and managing a wide range of personnel, business services, and administrative functions for the Lahontan Water Board. Daily proficient utilization of the Microsoft 365 apps and services is required.



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

30%	<p>Oversee and supervise the Region’s administrative operations, including business services, personnel-related transactions, budget coordination, contracts, procurement, invoices, office inventory, Public Records Act requests, records management, physical and electronic document storage, equipment and facilities maintenance, website maintenance, fleet coordination, health and safety, training, and general office operations. Ensure the completeness, accuracy, and timely production of administrative documents, including compliance with accessibility requirements under the Americans with Disabilities Act (ADA), AB 434, and other applicable accessibility laws and standards. Advise management on regional budget matters; coordinates with senior staff and management to assess budget needs, monitor expenditures, and recommend appropriate courses of action to remain within allocated funding levels. Assist in the development of special repair, equipment, and capital outlay funding requests. Audits and ensure proper use of petty cash funds. Oversee preparation of fiscal review spreadsheets and other required administrative and financial reports. Direct and monitor regional procurement activities and approves requests for operational goods and services, including vehicles, equipment, supplies, and service contracts.</p>
20%	<p>Support and advance the Region’s vision, mission, and core values. Provide leadership in organizational change, process improvement, communication, and trust-building efforts that strengthen regional operations and collaboration. Develop administrative team goals and objectives that align with regional priorities and monitors progress toward completion. Plans, organizes, and supervises the work of administrative staff. Provide coaching, mentoring, training, and development to support employee performance and professional growth. Promotes teamwork and collaboration among administrative staff and across all Lahontan Water Board programs. Ensure staff have the tools, resources, and training necessary to perform their duties effectively. Implement state policies and departmental expectations related to personnel management, including health and safety, professional conduct, annual performance evaluations, individual development plans, employee recognition, and progressive discipline. Maintain a work environment free from discrimination and harassment and fosters cooperative, respectful, and productive working relationships.</p>
20%	<p>Facilitate consultation meetings with senior leadership regarding the most difficult, complex, and sensitive personnel related issues including attendance, conduct, and performance. Offer solutions, resources, and training to senior leadership on performance appraisals related to the most difficult, complex, and sensitive personnel issues. Provide leadership to staff in relation to consultation matters for less complex personnel issues. Research and assess impact on office operational needs and procedures of new legislation, budgets, and policies related to human resources. Research and advise management on sensitive personnel matters. Reflect management’s position on collective bargaining issues. Represent the region on statewide roundtables.</p>



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15%	Lead a variety of sensitive and/or complex projects that require confidentiality, research, analysis, and compilation of data into high-level reports in response to executive management requests. Prepare correspondence and reports for executive management. Analyze data and present ideas and information effectively, both orally and in writing. Analyze, report, and provide recommendations to management and senior staff regarding established office-wide goals for providing effective and efficient mission support.
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**Marginal Functions (Including percentage of time):**

10%	Serve as the Responsible Property Officer for the Lahontan Water Board and oversees property control activities in accordance with applicable policies and procedures. Act as liaison with the State Water Board Division of Administrative Services, Division of Information Technology, and related contractors on matters involving office space, office security, telecommunications, parking, and other administrative support services necessary for regional operations.
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 a desk for extended periods of time, utilize a phone, virtual conferencing hardware and software, 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. Ability to carry up to 50 lbs. when moving boxes of physical files/documents. Remote work requires a conducive working space set up outside the office.

**Typical Working Conditions:**

The incumbent works in an enclosed single-story office building or telework setting. The work schedule is Monday through Friday. Travel may be required. Possession of a valid driver's license is required to operate a State owned, leased, and/or personal vehicle.

**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