



Classification: Career Executive Assignment, Level B  
 Position Number: 880-550-7500-001

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 25-550-XXX	<b>Classification Title:</b> Career Executive Assignment, Level B	<b>Position Number:</b> 880-550-7500-001
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Deputy Director	<b>Effective Date:</b> TBD
<b>Tenure:</b> Non-Tenured	<b>Time Base:</b> Full Time	<b>CBID:</b> M01
<b>Division/Office:</b> Division of Financial Assistance		<b>Section/Unit:</b> Division of Financial Assistance
<b>Supervisor's Name:</b> Karen Mogus		<b>Supervisor's Classification:</b> Chief Deputy Director, CEA B

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

<b>General Statement</b>
Under the direction of the Chief Deputy Director, State Water Resources Control Board, 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 Deputy Director is responsible for managing the Division of Financial Assistance comprised of 348 technical and administrative staff and managers. The Deputy Director plans, organizes and directs the work in the Office of Sustainable Water Solutions, the Loans, and Grants, the Cleanup Fund, and the Administration and Operator Certification Branches. The Deputy Director, the four Assistant Deputy Directors, and the supervisory staff function as the management team for the Division of Financial Assistance. This position requires executive level policy engagement with the State Water Board, CalEPA, the Governor's Office, the Legislature, the public, and government agencies and non-governmental organizations.



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<b>Essential Functions (Including percentage of time):</b>	
40%	Direct a professional staff of more than 300 in the following activities: management of loans and grants programs for projects involving drinking water, wastewater treatment and disposal, water recycling, including the Drinking Water and Clean Water State Revolving Fund (SRFs), groundwater cleanup and stormwater management. Program funding responsibilities are around \$1.5 billion annually across program areas. Oversee distribution and management of past and future SRFs revenue bond sales and ongoing post-issuance compliance. Direct administration of the Cleanup and Abatement Account (CAA) and other special appropriations and funding programs. Develop policies and procedures for funding program administration and maintaining internal controls over funding award and disbursement. Delegated responsibility for funding awards for many routine and non-controversial projects. Administer and implement underground storage tank cleanup fund regulations and administer grants for the cleanup of leaks from underground tanks, and other contaminated sites. Administer Operator Certification for wastewater and drinking water. Responsible for transparency, accountability and reporting on all programs.
25%	Ensure the State Water Board's strategic priorities and policy direction are clearly communicated to staff and external stakeholders. Ensure funding decisions and fund disbursements adhere to State Water Board policies and procedures and comply with all applicable state and federal laws. Oversee Assistant Deputy Directors' development of fiscal year workplans for their respective branches. Provide overall direction for the development and maintenance of necessary procedure manuals, training, and information/content management systems. Collaborate with other Divisions, Offices and Regional Boards to ensure funding programs are coordinated and aligned with regulatory programs. Oversee development of legislative and budget change proposals to advance the efficiency and effectiveness of the Water Board's financial assistance programs.
20%	Serve as a primary spokesperson for the Water Boards on financial assistance issues. Represent the Water Boards at conferences, public groundbreaking and ribbon cutting events, and with key stakeholder groups. Travel to communities to meet with community members and organizations to assess financing needs and opportunities. Maintain strong and positive relationships with community partners including non-governmental organizations and technical assistance providers.
10%	Plan, organize, and direct special critical assignments involving technical and policy considerations. Responds to complex, sensitive inquiries from high level sources such as the Executive Director, Chief Deputy Directors, Board members, CalEPA, the Governor's office, the Legislature, and the United States EPA involving project status, and policy interpretations or recommendations.



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<b>Marginal Functions (Including percentage of time):</b>	
5%	Perform other duties as required.

<b>Typical Physical Conditions/Demands:</b>
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.
<b>Typical Working Conditions:</b>
The incumbent works on the 16th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel is required locally and within the state.

<b>Supervisor Statement</b>		
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