



Classification: Career Executive Assignment, Level B  
 Position Number: 880-150-7500-002

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 25-150-XXX	<b>Classification Title:</b> Career Executive Assignment, Level B	<b>Position Number:</b> 880-150-7500-002
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Assistant Executive Officer	<b>Effective Date:</b> TBD
<b>Tenure:</b> Non-Tenured	<b>Time Base:</b> Full Time	<b>CBID:</b> M01
<b>Division/Office:</b> Central Valley Water Board Region 5 Rancho Cordova		<b>Section/Unit:</b> Executive Office
<b>Supervisor's Name:</b> Patrick Pulupa		<b>Supervisor's Classification:</b> Executive Officer II

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

<b>General Statement</b>
Under the direction of the Executive Officer II and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plans, 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 Executive Officer and the Assistant Executive Officers function as the executive management team for the Board. The position requires the development of policy strategies, media and stakeholder engagement as an executive-level representative of the board, extensive inter- and intragovernmental coordination, and the supervision of three technical sections. The CEA will continuously strive to improve customer service and compliance assistance through improved guidance, public education, and outreach efforts.



<b>Essential Functions (Including percentage of time):</b>	
35%	Plan, organize, and supervise the work of three regulatory sections in the Board's Rancho Cordova Office, the Irrigated Lands section, the Point Source Permitting section, and the Basin Planning section, by providing executive-level direction and guidance to technical teams. Establish responsibilities, procedures, and performance expectations, ensure measurable outcomes, and promote a collaborative and inclusive work environment. Apply creative and innovative approaches to complex program challenges, optimize the use of limited resources, and resolve sensitive personnel and operational issues consistent with State policies.
30%	Advise the Board and its executive management on complex water quality, environmental, and administrative issues, providing executive-level leadership, policy direction, and strategic priority-setting. Review and evaluate reports, recommendations, and technical analyses prepared by scientific, engineering, and legal staff. Provide clear guidance in developing policy statements, regulatory approaches, and program strategies. Act as the executive sponsor for between 3 and 6 region-wide water quality programs, ensuring alignment with organizational priorities, strategic goals, and statewide directives. Exercise oversight across programs to integrate policy development, resource planning, and implementation activities, while promoting creative and feasible approaches to address emerging challenges. Coordinate closely with other offices to ensure consistent, effective, and equity-focused implementation of water quality policies across the Board.
30%	Represent the Regional Board and Executive Officer in coordination with the State Water Board, regulated entities, environmental and agricultural organizations, Tribal governments, local and federal agencies, and community groups. Serve on committees and workgroups, speak at a variety of public forums, and communicate complex technical and policy issues to diverse audiences. Engage stakeholders using clear, transparent, and proactive communication strategies, strengthening public trust and supporting the Board's strategic vision.
<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. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.	
<b>Typical Working Conditions:</b>	
The incumbent works in an office building in Rancho Cordova, in a windowed office in a smoke-free environment. The work schedule is Monday through Friday. Travel within the region/state is required.	



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<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