



Classification: Supervisor I  
 Position Number: 880-230-4800-001

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 25-230-030	<b>Classification Title:</b> Supervisor I	<b>Position Number:</b> 880-230-4800-001
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Program Manager	<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 Public Engagement, Equity, and Tribal Affairs		<b>Section/Unit:</b> SAFER Drinking Water Solutions
<b>Supervisor's Name:</b> Amy Kronson		<b>Supervisor's Classification:</b> Environmental Program Manager I (Managerial)

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> <i>Nina Lopez</i>	<b>Date:</b> 04/29/2026

<b>General Statement</b>
Under general direction of the Environmental Program Manager I (Managerial) 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>
Under general direction of the Assistant Director of Office of Public Engagement, Equity, and Tribal Affairs, the Program Manager (Supervisor I) directly supervises a staff of four and oversees public engagement activities in the Safe and Affordable Funding for Equity and Resilience (SAFER) drinking water program.



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<b>Essential Functions (Including percentage of time):</b>	
35%	Lead the Drinking Water Solutions unit under the Safe and Affordable Funding for Equity and Resilience (SAFER) drinking water program within the Office of Public Engagement, Equity, and Tribal Affairs. In coordination with the Division of Drinking Water and Division of Financial Assistance, oversee the development and execution of complex public engagement and communications strategies for drinking water projects in disadvantaged communities. Apply project management principles to guide short and long-term planning, track progress, and adjust strategies to meet organizational goals. Assign and monitor staff work using project management tools, ensuring timely, high-quality deliverables. Oversee the development and maintenance of guidance documents, outreach materials, and web content. Plan and facilitate public meetings, workshops, and advisory groups, and support coordination of complex or high-priority initiatives. Prepare and oversee program reports, budget documents, and program-tracking materials; monitor expenditures; and support program reviews to ensure alignment with priorities and funding conditions.
25%	Directly supervise staff by planning, organizing, and evaluating work; recruiting, hiring, training, mentoring, and developing employees; and providing ongoing performance feedback. Prepare probationary reports, approve leave and training requests, and take appropriate corrective or disciplinary actions. Establish clear expectations using frameworks such as MOCHA and SMARTIE goals, and ensure staff understand roles, responsibilities, and timelines. Monitor workload and team capacity to maintain balance and support a high-performing, adaptable team. Promote professional development through training opportunities and individual development plans, and foster an inclusive, supportive workplace aligned with agency policies and values. Provide leadership in resolving supervisory, operational, and personnel-related issues.
20%	Serve as a subject matter expert on community engagement, social science approaches, environmental justice, racial equity, and water justice. Provide strategic guidance to staff and leadership on applying equity-centered and culturally responsive engagement practices. Develop and deliver training on engagement principles and practices, including facilitation, plain-language communication, and science-based engagement. Review and edit written products to ensure clarity, accessibility, and cultural relevance. Advise on developing policies, guidance, communications strategies, and correspondence for executive leadership. Support responses to inquiries from communities, stakeholders, internal, and external partners.



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15%	Advance equitable outcomes by advocating for the needs and perspectives of disadvantaged communities, Tribes, and environmental justice communities in Water Board programs and decisions. Build and maintain relationships with community-based organizations, elected officials, and local partners. Facilitate communication between technical staff and impacted communities to support transparency and trust. Support outreach and engagement efforts that reduce barriers to participation and ensure inclusive access to information, resources, and decision-making processes. Represent Office of Public Engagement, Equity, and Tribal Affairs (OPEETA) in internal and external meetings and provide recommendations to leadership on emerging community issues and strategies to address them. Travel statewide for meetings and events, including occasional overnight and weekend travel, and support event logistics as needed.
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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 a desk, use a phone, and type on a keyboard for extended periods. The work schedule is typically Monday through Friday with occasional in-state travel to public meetings or events, including overnight and weekend stays.

**Typical Working Conditions:**

This position will be located in an office building in downtown Fresno in a smoke-free environment. Evening and weekend work may be necessary for community meetings, public water system board meetings, and events. Travel is 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