

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

CLASSIFICATION <b>Program Manager I, California Bay-Delta Authority</b>		DWR POSITION NUMBER <b>1130-0783-001</b>	SAP POSITION NUMBER <b>50044854</b>	MCR <b>1</b>
APPOINTEE <b>Vacant</b>		SAP PERSONNEL NO. <b>TBD</b>	DIVISION/SECTION <b>DMI/Project &amp; Policy Management Branch</b>	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input checked="" type="checkbox"/> <b>E59</b> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input type="checkbox"/>				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Steve Rothert</b>	SUPERVISOR'S CLASSIFICATION <b>CEA</b>	
APPROVED BY (Personnel Analyst's Name) <b>Marissa Arriaga</b>			DATE <b>4/30/26</b>	
<i>Percent of Time</i>	<i>Activity</i>			
	<p><b>POSITION SUMMARY</b></p> <p>Under the general direction of the Division of Multibenefit Initiatives (DMI) Manager, Project &amp; Policy Management Branch, the Program Manager I, CBDA oversees the implementation of habitat restoration and instream flow enhancement projects contributing to the Department's goals and objectives under the Healthy Rivers and Landscapes Program and other Department programs.</p> <p><b>ESSENTIAL FUNCTIONS</b></p> <p>The position requires the incumbent to work effectively with others, maintain regular, consistent and predictable attendance, and exercise good judgment. Incumbent must be able to communicate effectively in written and verbal form. Responsibilities include planning, leading, organization and control, as well as coordination of program activities with other Department of Water Resources (DWR) programs and with other State, federal and local agencies. The incumbent manages the program budget, develops and implements support contracts and contributes to budget change proposals to DMI funding needs. The specific essential duties include, but are not limited to, the following:</p>			
<b>45%</b>	<p><b>Resource Planning and Project Execution - Coordinate the planning, implementation, monitoring, regulatory compliance and adaptive management of key projects in the DMI portfolio. Manage DWR staff assisting Healthy Rivers and Landscapes projects through matrix management agreements. Prepare funding agreements for necessary work of the program and oversee their execution. Ensure work is properly completed to obtain the expected outcomes.</b></p>			
<b>25%</b>	<p><b>Serve as policy and/or technical expert for HRL habitat and instream flow projects and multibenefit projects; develop and implement program actions to ensure environmental benefits. Coordinate development of monitoring and long term management plans.</b></p>			
SUPERVISOR'S STATEMENT: <b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>				
SUPERVISOR'S NAME (Print) <b>Steve Rothert</b>		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: <b>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>				
EMPLOYEE'S NAME (Print) <b>Vacant</b>		EMPLOYEE'S SIGNATURE ➤		DATE

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<i>Percent of Time</i>	<i>Activity</i>			
<b>20%</b>	<p><b>Project Coordination and Communication - Coordinate HRL and related habitat and salmon recovery and multibenefit efforts in DMI, including coordinating the technical and scientific monitoring and analysis work among HRL programs in DWR; preparing and implementing strategic communications, and conducting public outreach through meetings and workshops. This may require driving a vehicle on public roadways. Demonstrate value of the projects to interested local, regional, State, and federal interests. Work to resolve conflict and gain support for DWR restoration and mitigation objectives.</b></p>			
<b>5%</b>	<p><b>Management and Administration - Progress work through available funding and organizational structure. Identify and document program accomplishments. Provide input to budget change proposals to assure adequate funding for HRL and other DMI multibenefit programs.</b></p>			
<b>5%</b>	<p><b>Interaction and Alignment - Demonstrate value and align program with partnering agencies to ensure regulatory compliance and consideration of local land uses and water management. Work closely with program participants to negotiate, secure and comply with all necessary project environmental permits.</b></p>			
	<p><b>SPECIAL REQUIREMENTS</b></p> <p><b>All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.</b></p> <p><b>The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.</b></p>			

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	<p><b>OTHER RESPONSIBILITIES</b></p> <p><b>This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during Governor declared emergencies, flood, dam, SWP, and other incidents and emergencies. Additionally this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as Cal OES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.</b></p>			