



Classification: Environmental Program Manager I (Specialist)
Position Number: 880-350-0756-002

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-350-012	Classification Title: Environmental Program Manager I (Specialist)	Position Number: 880-350-0756-002
Incumbent Name: Vacant	Working Title: Environmental Program Manager I (Specialist)	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: E48
Division/Office: Administrative Hearings Office		Section/Unit: N/A
Supervisor's Name: Nicole Kuenzi		Supervisor's Classification: Chief Counsel I Career Executive Assignment (C.E.A.)

Human Resources Use Only:	
HR Analyst Approval: <i>Nicole Kuenzi</i>	Date: 05/08/2026

General Statement
Under the general direction of a Chief Counsel I C.E.A. of the Administrative Hearings Office (AHO) 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.
Position Description
The incumbent directs the critical environmental analyses, research, mapping and modeling assessments related to matters assigned to the AHO. Water Code section 1110 created the AHO as a "neutral, fair, and efficient forum for adjudications." The AHO is overseen by a presiding hearing officer appointed by the State Water Board.
Water Code section 1112, subdivision (a), provides that the AHO shall preside over most hearings involving administrative civil liability complaints and proposed cease-and-desist orders in water right matters and proposed revocations of water right permits and licenses. In addition, subdivision (c) provides that the State Board may assign other adjudicative hearings to the AHO, may ask the AHO to assist the Board or a Board member in conducting hearings, and may request the AHO to perform other work, including non-adjudicative matters, mediations, and overseeing investigations.



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This position will primarily provide expert analysis of exhibits and testimony, and highly skilled writing as it relates to drafting sensitive and critical reports, notices and orders. In addition, the Environmental Program Manager I (Specialist) will act independently, as a member of the AHO, to provide expert-level analytical and technical input during public hearings.

Essential Functions (Including percentage of time):

45%	<p>Direct the environmental and technical analysis of matters assigned to the AHO. Use scientific knowledge and expert-level technical expertise to prepare notices of hearings, background reports and initial administrative records for hearings in water-right enforcement and critical permitting matters; review draft and final California Environmental Quality Act documents for adequacy to support State Water Board decisions; and prepare public-trust and instream-flow analyses. Use expert-level scientific interpretation and professional judgment to analyze exhibits and testimony submitted for water-right hearings and prepare sensitive and confidential analyses to hearing officers; provide critical technical analyses and recommended questions during water-right hearings; and advise and collaborate with hearing officers, executive management and other AHO staff to prepare draft decisions for Board Member consideration and orders and to complete administrative records.</p>
35%	<p>Lead coordination with AHO hearing officers, other AHO staff, and Division of Water Rights staff to timely complete program objectives. This includes using expert-level scientific knowledge and professional judgment to conduct pre-hearing analyses of pending water-right applications and water-right change petition(s), including analyses of pending hydrological, environmental, water availability and water-right issues; and taking other pre-hearing actions regarding pending water-right applications and petitions to prepare for hearing.</p> <p>Provide expert-level interpretation and application California water-rights law, the California Environmental Policy Act and other critical State and federal environmental laws, policies, regulations, and requirements applicable to the State Water Resources Control Board.</p>
15%	<p>Collaborate with AHO hearing officers and other AHO staff to develop recommended management procedures for water right hearings and preparation of administrative records; prepare administrative reports for executive management and the Board; coordinate program activities with technical and administrative support; and monitor work product as necessary to confirm it aligns with AHO practice.</p> <p>Formulate and administer AHO programs and policies relating to the work of the AHO. Exercise expert-level discretion in the provision of oversight and coordination of critical projects or programs; maintain liaison with other governmental agencies and the private sector.</p>

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, 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.

Typical Working Conditions:

The incumbent works in a high-rise office building in a smoke-free environment. The work schedule is Monday through Friday.

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