

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

CLASSIFICATION <b>Program Manager I, California Bay-Delta Authority</b>		DWR POSITION NUMBER <b>0100-0783-x9x</b>	SAP POSITION NUMBER <b>50099285</b>	MCR <b>1</b>
APPOINTEE <b>Vacant</b>		SAP PERSONNEL NO. <b>TBD</b>	DIVISION/SECTION <b>Executive</b>	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input checked="" type="checkbox"/> <b>E59</b> Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input type="checkbox"/>				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Erik Loboschefsky</b>	SUPERVISOR'S CLASSIFICATION <b>Program Manager III, CBDA</b>	
APPROVED BY (Personnel Analyst's Name) <b>Nicholas Miskovich</b>			DATE <b>5/29/2026</b>	
<i>Percent of Time</i>	<i>Activity</i>			
<b>40%</b>	<p><b>POSITION SUMMARY</b> Under the general direction of the Program Manager III, CBDA/Executive Manager for the Healthy Rivers and Landscapes (HRL) Program, and in collaboration with other members of the DWR Executive Team, the Program Manager I (PM I) serves as a policy expert for the program, including advising on State funding opportunities and processes and HRL Program budgeting and processes. The incumbent will work as a member of the DWR Executive Team to ensure actions undertaken for HRL Program align with State policies and that implementation and adaptive management meet agreement requirements, and are appropriately coordinated and communicated across HRL Program participants and relevant DWR projects and programs. Incumbent provides essential leadership and coordination related to federal and State funding policies, opportunities and processes for a variety of politically sensitive and complex administrative, water, public safety and environmental policy initiatives. The incumbent represents Department and Administration policies with the public and other interested parties and interfaces with federal, State, and local agencies, boards, commissions, and other departments on federal funding opportunities related to water, public safety and environmental issues.</p> <p><b>ESSENTIAL FUNCTIONS</b> This position requires the incumbent to work cooperatively with others and maintain consistent and regular attendance. The incumbent must possess excellent communication and collaboration skills, represent the Department on highly complex and politically sensitive issues, clearly articulate policy, develop support for decisions, and work with others on collaborative actions, concepts, and approaches. The specific essential duties include, but are not limited to:</p> <p>Formulate policies and implement programs and projects to support the HRL Program, the State Water Project, and the Division of Multibenefit Initiatives (DMI) activities related to HRL Program budgeting and financing. Lead the collaborative development, establishment, and ongoing coordination of a Joint Powers Authority (JPA) for the HRL Program's implementation of environmental flows, habitat restoration. Lead DWR's approach to collect funding from State Water Contractors and other HRL Program participants and implement approach in direct coordination</p>			
SUPERVISOR'S STATEMENT: <b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>				
SUPERVISOR'S NAME (Print) <b>Erik Loboschefsky</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>with State Water Project Analysis Office. Lead the development and regular refinement for the overall HRL Program funding structure and annual budgeting process in collaboration with HRL Program participants. Develop Budget Change Proposals (BCPs) to support HRL Program implementation in close coordination with DMI and other Department programs and initiatives as necessary. Develop and lead funding coordination approaches within the Department to align State funding resources (e.g., bonds, grants, BCPs, general funds, etc.) to best support HRL Program implementation. Serve as a liaison on funding-related topics and policies with California Natural Resources Agency (CNRA) and Department of Finance (DOF). Develop financial and budget summary reports for the Executive Manager for the HRL Program, Lead Deputy Director, other DWR leadership, and HRL Program participants.</p>			
<b>20%</b>	<p>Lead facilitation and internal coordination and collaboration across teams within the Department, ensuring alignment of efforts; proactively sharing relevant information, and supporting cohesive decision-making. Develop and implement programs and processes to ensure the HRL Program's consistent engagement with projects and studies conducted in collaboration with DWR's Division of Planning (DOP) and Statewide Groundwater Management Office (SGMO). Ensure regulatory and other statute requirements of the HRL Program and the State Water Resources Control Board's Bay-Delta Water Quality Plan are integrated into these Divisions' work products and seek to best achieve multi-benefits. Specific coordination includes but not limited to: watershed planning studies, managed aquifer recharge efforts, floodplain protection/habitat project planning and implementation, and scenario modeling for water supply studies. Participate in, lead, and collaborate on multi-benefit projects across DWR related to the HRL Program, including but not limited to: improved water supply, augmented environmental flows, improved ecosystem services, expanded habitat restoration.</p>			
<b>20%</b>	<p>Provide strategic support to the Executive Manager for the HRL Program with HRL project implementation in close coordination with other DWR departments. Organize and participate in meetings with interested parties and engage in high-level contact with entities and officials outside of the Department. Plan, organize, and facilitate efforts related to HRL Program implementation, including but not limited to project tracking and mapping.</p>			
<b>15%</b>	<p>Serve as liaison for a variety of sensitive and complex administrative, water, public safety and environmental policy issues with a nexus to State and federal initiatives and funding on behalf of the Executive Manager for the HRL Program, Lead Deputy Director, and the Deputy Director for Natural Infrastructure and Ecosystem Resilience. Attend relevant meetings, conferences and workshops hosted by private, local, state and federal entities to represent Department Executive-level interest in these venues.</p>			
<b>5%</b>	<p>Participate in, develop presentations for, deliver presentations on behalf of, and/or represent the Executive Manager for the HRL Program, Lead Deputy Director, and the Deputy Director for Natural Infrastructure and Ecosystem Resilience in sensitive, high-level meetings. This may require travel to field locations or remote areas. Report developments to the Lead Deputy Director and other Department staff and facilitate communication among various committees.</p>			

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	<p><b>KNOWLEDGE, SKILLS, AND ABILITIES</b>            The incumbent must exercise strong communication skills, including acting on awareness of sensitive topics, appropriately informing those who should be kept informed, and writing and editing the work of others well. The incumbent must have the ability to establish and maintain cooperative and collaborative relations to identify and resolve significant concerns of other DWR Divisions and participating State, federal and local agencies. The incumbent must have the ability to prepare and present complex technical material orally and in writing and provide periodic verbal and written status reports to DWR Executives.</p> <p><b>OTHER RESPONSIBILITIES</b>            This position provides necessary support to all of the Department's Divisions and Offices 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.</p> <p><b>SPECIAL REQUIREMENTS</b>            Travel on short notice to field locations will be required and overnight lodging will be required on some trips.</p> <p>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.</p> <p>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.</p> <p><b>FINANCIAL DISCLOSURE</b>            This position is covered in the Political Reform Act and requires financial disclosure within 30 days of the first and last day physically worked in a covered position and annually by April 1st.</p>		