



Classification: Supervisor I
Position Number: 880-600-4800-035

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-600-211	Classification Title: Supervisor I	Position Number: 880-600-4800-035
Incumbent Name: Vacant	Working Title: Unit Manager	Effective Date: August 2026
Tenure: Permanent	Time Base: Full Time	CBID: S01
Division/Office: Administrative Services		Section/Unit: Fee and Revenue Branch, Water Quality Unit
Supervisor's Name: Cassandra White		Supervisor's Classification: Supervisor II

Human Resources Use Only:	
HR Analyst Approval: <i>Kathleen Hill</i>	Date: 08/14/2026

General Statement	
Under the general direction of a Supervisor II 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 Supervisor I is responsible for supervising all actions related to billing and collection of the Water Board's Division of Water Quality fee funded programs; generate fee related data for financial forecasting for fee development and special requests/projects; and participate/represent the Water Board at stakeholder and other public meetings.	
Essential Functions (Including percentage of time):	
35%	Supervises all activities related to billing and collection of the Water Board's Water Quality fee programs. These activities include: (1) Plan and prepares, in consultation with Accounting, Budgets, Legal, and program staff, the current-year fee/revenue activities calendar, which identifies key steps, dates, and organizations/staff responsible for the billing, cashing, reconciliation, collection, modification, and enforcement of fees; (2) Plans and organizes initial billing cycle processes and test reports; convenes roundtable meetings with affected Regional



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	Water Boards, District Offices, Accounting, Budgets, and Division of Information Technology (DIT) staff to discuss invoicing procedures, timetables, collections, and billing and account receivable systems; and provides instructions and training to staff; (3) Initiates actual billing processes, prepares explanatory material to be sent with invoices, and coordinates efforts with Accounting, DIT, and Reproduction staff for all activities related to invoicing; and (4) Provides training and guidance to Water and Regional Board staff regarding answering fee payers' inquiries. Interacts with legal and regulatory staff to coordinate enforcement proceedings on delinquent fees and receivables; Prepares monthly summary reports for upper management regarding total receivables, actual receipts to date, and projected collections for various fee programs.
25%	Works closely with the Supervisor II to plan and coordinate the Water Board's annual adoption of fee regulations; Represents the Water Board at stakeholder and Public Board meetings regarding newly proposed fees, proposed changes to existing fees, and other fee-related issues.
20%	Leads a team of staff in supporting the development of new fees; Prepares legislative analysis of fee related legislation, and conducts revenue projections, prepares fund condition reports and cash-flow analysis. Performs a full range of administrative supervisory duties such as reviewing and approving docs, providing feedback to staff, mentoring staff, setting unit goals and benchmarks, signing timesheets, and approving time off.
15%	Develops comprehensive policies, procedures, business rules and necessary language for the implementation and management of the program functions being supervised. Assures compliance with all legal requirements involving Water Board's cost recovery and fee programs. Directs staff in conducting studies as necessary to improve the Water Boards cost recovery and fee programs and advises upper management of needed changes for program improvements.

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, the ability to sit/stand at a desk and the ability to carry a laptop/computer bag to and from the office building.

Typical Working Conditions:

The incumbent works in hybrid conditions; the office setting is situated on the 18th floor of a high-rise building in downtown Sacramento, in a dedicated office cubicle in a smoke-free environment. The work schedule is Monday through Friday. The position requires work in the office four days and teleworking one day per week or as required based on operational needs of the position.



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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