

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Manager I		DWR POSITION NUMBER 0801-4969-690	SAP POSITION NUMBER 50039732	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	BRANCH/SECTION CVFPB/Administrative Division	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☒ M01 ☐ Supervisory Related BU: ☐ Confidential Related BU: ☐ Rank and File BU: ☐				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Chris Lief		SUPERVISOR'S CLASSIFICATION CVFPB Executive Officer
APPROVED BY (Personnel Analyst's Name) Nicholas Miskovich			DATE 9/9/2026	
<i>Percent of Time</i>	<i>Activity</i>			
	The Central Valley Flood Protection Board (Board) establishes, maintains, and enforces standards for the construction, maintenance, and operation of the flood control system to protect life, property, and habitat in California's Central Valley. The Board coordinates with State entities, local flood risk control agencies and the federal government to minimize damages from floods in the Central Valley and is the non-federal sponsor for federal flood control projects in the State Plan of Flood Control. The Board serves as a public forum for flood risk reduction policy in the Central Valley and is responsible for adopting updates to the Central Valley Flood Protection Plan every five years. As a valued member of the Board staff, the incumbent assists the Board with its regulatory and planning responsibilities, including its primary objective: to reduce the risk of catastrophic flooding to people and property within the California Central Valley. This is achieved through the Board's regulatory programs, which include permitting, enforcement, inspection, property management, environmental compliance, as well as through the development, adoption, and implementation of the Central Valley Flood Protection Plan and its updates. The Board is a performance driven, transparent, and responsible organization that values its employees, resources, and partners, and meets new challenges through leadership, innovation, and teamwork. In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and Tribal governments, and work toward improving outcomes for all Californians. POSITION SUMMARY Under the general direction of the Executive Officer for the Board, the Manager I manages the Administrative Division and has overall responsibility for managing a wide variety of administrative operations and agency-wide support in the areas of Board meeting logistics, personnel management, business services, fee collection, land management, logistics, budgeting, and contract management to meet existing and future Legislative mandates governing the Board's operations. This position requires			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Chris Lief		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE ➤		DATE

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	that the incumbent work cooperatively with others and maintain consistent, regular, and predictable attendance.			
	ESSENTIAL FUNCTIONS This position requires that the incumbent work cooperatively with others and maintain consistent, regular, and predictable attendance. The specific essential functions are, but are not limited to, the following:			
25%	Provide high level administrative leadership and provide support for priority programs, such as the Board's permitting, enforcement, inspections, outreach and financial programs, to fully implement the programs, and complete their projects and activities. Manage and provide guidance on various budget and program control functions for the Board, including analysis and review of the Board's budget by analyzing, interpreting, forecasting, and presenting financial information to program managers, the Executive Officer, Board counsel, and members of the Board to inform decision-making. Oversee budget change proposal preparation process, budget allocations, expenditures, projects, and budget tracking reports. Align SAP system to facilitate ability to make timely and accurate budget management decisions. Coordinate with executive staff and Board managers to incorporate approved legislation and its funding into applicable Board programs. Present information on budget, fiscal, and related legislative update reports to the Board in public hearings and other meetings as needed. Responsible for Encroachment Fee Program and Inspection Fee Program process development and administration, grant program development, and distribution of grant funds. Oversee all DGS contract services, which may include inter-agency resource agreements and reimbursable authority fund management. Lead development of State Leadership and Accountability Act reports, Continuity of Operations plans, and other mandated organizational requirements.			
25%	Oversee personnel functions, including but not limited to, areas of disciplinary actions, labor relations issues, workforce equality, personnel management, examination needs, recruitment efforts, reorganizations, training plans, and discrimination complaints. Oversee the most complex, confidential, and sensitive administrative matters, including sexual harassment, reasonable accommodation, discrimination and disciplinary actions. Provide guidance directly to the Executive Officer and management team on a wide variety of personnel-related assignments, often of a confidential nature and complex. Develop and present recommended solutions to the Executive Officer and implement subsequent directives. Develop and implement Board administrative policies and procedures and disseminate information to Board employees. Interpret labor memorandum of understanding (MOU) terms; respond to questions on Board activities during contract negotiations with various bargaining units; investigate, make recommendations, and prepare Executive Officer's response to grievances and employee complaints; propose remedies to avoid further employee complaints and grievances. Act as the Board's liaison with DWR's Office of Civil Rights to correctly implement Equal Employment Opportunity laws.			
25%	Utilize lean methodologies to promote and improve efficiency when creating and implementing new fee and grant programs, external processes, or internal procedures, with the goal of continuous improvement. Promote and implement principals from California Department of Human Resources' (CalHR) Lean Six Sigma trainings for Board management team and program managers. Develop deep understanding of			

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	existing business processes and underlying legal, policy, and programmatic reasons for each step and identify opportunities to improve those processes. Examine and develop improvements to activity tracking relative to the Board's regulatory mission, such as permitting and enforcement. Improved tracking should consider different levels of use, from individual engineers to enterprise-level to help identify bottlenecks, required actions, process modifications, and resource needs. Devise methodology for tracking and measuring accomplishments over time in line with the Board's adopted strategic plan and division-specific implementation plans. Perform difficult and sensitive program and policy development that supports the Board's strategic plan and business operation goals. Correctly implement CalHR's 2901 Policy for Workforce Plan and Succession Planning and ensure they are understood and applied internally. Correctly implement State Leadership and Accountability Act requirements, Continuity of Operations Plans, and other recurring and ad hoc required reporting. Provide administrative oversight to develop revenue-based funding plans to support the Board's budget and expenses. Mentor managers and supervisors, evaluate specific classification competencies and identify leadership gaps; develop and implement a leadership training plan. Develop, evaluate, and administer the Board's Safety Program in compliance with all federal, state, and local governmental laws and regulations, and industry safe work practices. This includes policies, practices, and training for staff, and development and maintenance of written, effective Injury and Illness Prevention Program required by the California Code of Regulations and the California Labor Code.			
15%	Organize, coordinate, and direct the work of subordinates. Develop and maintain a highly skilled, professional staff. Review Office staff deliverables by establishing metrics and measures to track program performance for each section, monitor project and program deadlines, and report status of metrics monthly to the Executive Officer. Model and demonstrate strategic, big-picture thinking to develop subordinates' skills in identifying issues, performing research, and preparing recommendations to solve problems. Prepare and review annual appraisal and development plans for direct reports; track that adequate safety, technical, and mandatory training needs are met. Verify and approve employee attendance and leave requests. Recruit, develop, and work to retain the most qualified employees. Lead by example and model strong leadership skills. Understand and implement labor relation laws, employee bargaining unit MOU contracts, and CalHR's best hiring practices and three stages of progressive discipline. Responsible for daily management of employees, including performance management as needed.			
5%	Maintain records and data following the guidelines of the State Administrative Manual, digitization and database modernization initiatives. Prepare and deliver presentations to Board Members, Executive Officer, management, employees, and external stakeholders to express administrative policies, plans or programs. Develop high-level issue reports, white papers and other policy papers on program proposals. Supervise and establish direction for strategic communications, marketing, external/internal websites, media relations, social media, design, and branding; oversee the preparation of high-level communications, including social media. Apprise management of status and progress of internal operations. Act in place of the Executive Officer as necessary. Perform other job-related duties not described above.			
5%	Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.			

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	CORE COMPETENCIES • Flexibility/Adaptability: Demonstrate openness to new organizational structures, procedures, and technology. Exhibit flexibility in accepting additional responsibilities. Foster curiosity and understanding of reasons behind processes and adjust processes for better outcomes. • Organizational Skills: Keep work prioritized and organized. Logically approach situations: Display strong decision-making skills that promote effectiveness and reflect Board standards and core values. • Project Management: Develop work plans with tasks, timeframes, milestones, resources, and dependencies; monitor progress. • Leading Change/Change Management: Lead adaptation to changing circumstances and priorities while remaining committed to the Board's vision, mission, values, and goals. KNOWLEDGE AND SKILLS • Understand the Board's organization, programs, and their underlying authorities. • Understand the State Budget and Legislative processes. • Understand State real estate, lease agreements and other revenue-based program concepts. • Possess curiosity, vision and strategic thinking; • Support, promote, and align with the organization's vision and values. • Maintain working knowledge of CalHR's three stages of progressive discipline. • Juggle multiple priorities, meet short processing timelines when necessary, and handle varying and sometimes large workload volumes/delegate as appropriate. PERSONAL CONTACTS Daily interaction with the Board's management and executive staff. Liaison with California Department of Water Resources, CalHR, Department of Finance, and other outside governmental agencies, the public, legislative and executive branch, and legal staff as required. WORK ENVIRONMENT The Board operates in a hybrid workplace, meaning employees complete their work responsibilities and work across multiple workplace settings, including on-site at State facilities, home residences and other locations. This position is eligible for telework, pursuant to a formal telework agreement that must be updated periodically. OTHER RESPONSIBILITIES In support of the California State Emergency Plan, this position may be redirected to provide necessary support during Governor declared emergencies, including flood, dam, State Water Project, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and may assist agencies such as the Department of Water Resources, California Office of Emergency Services (Cal OES), and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. When a State of Emergency is proclaimed, Cal OES will lead California's recovery operations and coordinate assistance provided by other State agencies and the federal government.			