

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Environmental Program Manager I (Supervisory)		DWR POSITION NUMBER 4300-0756-590	SAP POSITION NUMBER 50003225	MCR 1
APPOINTEE VACANT		SAP PERSONNEL NO. tbd	DIVISION/SECTION Regional Assistance/Watershed & Env. Assessment	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☒ Confidential Related BU: ☐ Rank and File BU: ☐ S10				
RESPONSIBILITIES EXERCISED ☒ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Radley Ott	SUPERVISOR'S CLASSIFICATION Principal Engineer, Water Resources	
APPROVED BY (Personnel Analyst's Name) Estevez Contreras			DATE 10/21/2026	
<i>Percent of Time</i>	<i>Activity</i>			
45%	POSITION SUMMARY: Under the general direction of the Principal Engineer, Water Resources, the incumbent will supervise, plan, organize, and direct the activities of the Environmental Assessment Branch. Responsibilities include management and supervision of work within a multi-disciplinary staff of professional and technical personnel involving the collection, analyses, and reporting of environmental data. ESSENTIAL FUNCTIONS: This position requires that the incumbent work cooperatively with others; manages the most complex and sensitive environmental programs; and must maintain regular, consistent, and predictable attendance. The specific essential duties are: Manage environmental and recreation field surveys and direct the preparation of environmental documentation, mitigation planning, and regulatory permit applications. Review staff output and direct as needed for conformance to policy, set quality standards, and delineate objectives. Oversee the following: workforce and fiscal compliance with policies, budgeting, tracking of program expenditures, and funding distribution. Perform the duties of program manager for the Water and Environmental Monitoring Program. Provide technical evaluation and leadership for the water resource environmental planning and development program, data programs, and other similar programs. Responsible for the direction and leadership for implementation and timely completion of program objectives, tasks, and roles. Responsible for operational planning and assigning of projects in a multidisciplinary branch of professional and technical personnel within the Environmental Assessment Branch. Plan, lead, organize, and direct staff and activities of the Environmental Assessment Branch in order to develop and maintain a highly skilled professional workforce to meet the Department's mission through: forecasting workload assignments, assigning and distributing work to staff and Sections, monitoring and evaluating performance, preparing annual appraisal and development reports, determining training needs and approving training requests, actively apply safety program to work activities, implementing the three phases of progressive discipline, verifying and approving employee attendance and leave requests,			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Radley Ott		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) VACANT		EMPLOYEE'S SIGNATURE ➤		DATE

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Environmental Program Manager I (Supervisory)		4300-0756-590	50003225	1
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VACANT		tbd	Regional Assistance/Watershed & Env. Assessment	
Percent of Time	Activity			
45% (cont'd)	interviewing and hiring the most qualified employees, managing budgets and forecasting workloads, develop and negotiate expense and reimbursement agreements, coordinate with outside entities to grow and diversify work opportunities, understanding employee rights with regards to labor relations, and leading by example.			
25%	Oversee, manage, and prepare program budget documents. Monitor expenditures, direct and assign various tasks. Allocate funding for various tasks and monitor work in progress by various program participants. Review correspondence, reports, and other documents emanating from the Branch. Prepare and review memoranda, program statements, staff presentations and other written material. Represent the Department on various committees and groups.			
20%	Prepare clear and concise administrative reports and correspondence. Communicate to private citizens, local, State, and federal agencies. Coordinate with other agencies on environmental studies and investigations of common interest. This will require driving a vehicle on public roadways or in the field on uneven terrain. Work on special assignments. Keep informed on Department policies and activities; abide by environmental laws; and serve on various committees and task forces.			
10%	Act for the Region Manager during absences and at public and Department meetings as needed. Provide and conduct training in technical and safety areas for branch and region personnel.			
	All employees are expected to complete time recording documentation, administrative documents to support program purchases, contracts, travel, and meetings by the required deadlines. This documentation should be of such clarity and completeness that it provides the Department and program with defensible information in an audit.			
	ABILITIES REQUIRED: Incumbent must have the ability to: 1. Operate computers in office and field settings, using programs such as Microsoft Word and Excel to prepare reports, correspondence, and other documents. 2. Be responsive in a positive manner to maintain the confidence and cooperation of others. 3. Stay current on developments, technologies, and best practices related to assigned duties.			
	SPECIAL REQUIREMENTS: Possession of a valid California Driver's License in order to drive State vehicles in the performance of field work. Willingness to travel out of town for meetings, field work, and conferences. Overnight stays for several consecutive nights at field locations may be required.			
	FINANCIAL DISCLOSURE REQUIREMENT: 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.			

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	OTHER RESPONSIBILITIES This position provides necessary support to the Divisions of Executive, 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. DIVERSITY, EQUITY AND INCLUSION: 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. 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.			