Classification: CEA
Position Number: 880-270-7500-001

DUTY STATEMENT

☐ **CURRENT** ☒ **PROPOSED**

RPA Number: 26-270-XXX	**Classification Title:** Career Executive Assignment, Level A	**Position Number:** 880-270-7500-001
Incumbent Name: Vacant	**Working Title:** Deputy Director	**Effective Date:**
Tenure: Permanent	**Time Base:** Full-time	**CBID:** M01
Division/Office: Office of Information Management & Analysis (OIMA)	**Section/Unit:** Office of Information Management & Analysis	
Supervisor's Name: Karen Mogus	**Supervisor's Classification:** Chief Deputy Director	

Human Resources Use Only:	
HR Analyst Approval:	**Date:**

General Statement

Under the general direction of the Chief Deputy Director 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 CEA, Deputy Director of the Office of Information Management & Analysis (OIMA) serves as the Executive Data and Analytics Officer and is a member of the Water Board and the Regional Water Boards' management team. This position provides vision, leadership and oversight for the Water Boards' collection, storage, management and use of data and information. In close coordination with the Division of Information Technology (DIT) Chief Information Officer (CIO), this position has responsibility and authority to lead the management of Water Board data throughout the data life cycle. This position leads the development and implementation of Enterprise Data Governance strategy, the Performance Management and Reporting Program, the Surface Water Ambient Monitoring Program, the California Water Quality Monitoring Council, and the Water Boards' Quality Management Program.

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Essential Functions (Including percentage of time):	
40%	Direct a professional, multi-disciplinary staff of 35 in the following areas: Data Integration and Analysis; agency-wide performance management and reporting; water quality monitoring, assessment, coordination and consolidated contracting; quality assurance program oversight and implementation; and harmful algal bloom program implementation. Lead the development and implementation of the Water Board's Enterprise Data Governance Strategy and data policy handbook designed to improve agency-wide data collection, management, integration and publishing as open data. Lead coordination and communication among programs to identify and implement use cases for the use of Artificial Intelligence. Serve as information management expert in management forums including the Enterprise Information Technology and Governance steering committee, the Management Coordinating Committee, the Deputy Management Committee, the Cal EPA Information Management Advisory Committee and the Water Quality Monitoring Council.
35%	Lead and provide direction to the Water Boards' monitoring, assessment and reporting projects including the Surface Water Ambient Monitoring Program (SWAMP), California Water Quality Monitoring Council, the California Environmental Data Exchange Network (CEDEN), the California Integrated Water Quality System (CIWQS), and the Quality Management Program to produce quality, accessible data that supports equitable, data driven decision-making, enforcement, and communication. Support scientific analysis and inquiry to produce products that inform management decisions across Water Board programs.
10%	Oversee development of Water Board data catalogs and open data products in consultation with program managers across the State and Regional Water Boards. Oversee development and enhancement of the Water Boards' Performance Management and Reporting Program. Act as primary point of contact on Water Board performance data and associated reporting to the Governor's Office, Department of Finance, Legislature and CalEPA. Serve as Co-chair of the Water Quality Monitoring Council representing CalEPA.
10%	Facilitate data exchange with federal, state, tribal, regional and local agencies, laboratories, regulated entities, research institutions and other partners. Function as expert advisor and ensure that all Water Board organizations, USEPA, Cal EPA, Department of Finance, other relevant state and federal agencies, community-based organizations, Tribes and the regulated community have substantial input to technology policy and data system development and deployment.
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 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 on the 19th floor of a high-rise office building in Downtown Sacramento, in an enclosed, windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required locally and within the state.

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
Karen Mogus		
Employee Name	Employee Signature	Date