



Classification: Career Executive Assignment,
Level A
Position Number: 880-550-7500-004

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-550-201	Classification Title: Career Executive Assignment, Level A	Position Number: 880-550-7500-004
Incumbent Name: Vacant	Working Title: Assistant Deputy Director	Effective Date: TBD
Tenure: Non-Tenured	Time Base: Full Time	CBID: M01
Division/Office: Division of Financial Assistance		Section/Unit: Office of Sustainable Water Solutions Branch
Supervisor's Name: Joe Karkoski		Supervisor's Classification: Deputy Director

Human Resources Use Only:	
HR Analyst Approval:	Date:

<p>General Statement</p> <p>Under the general direction of the 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.</p>
<p>Position Description</p> <p>The Assistant Deputy Director serves as the Manager of the Office of Sustainable Water Solutions Branch, one of four branches within the Division of Financial Assistance. The Assistance Deputy Director oversees all technical aspects of the Division's administration of drinking water and clean water funding programs that support small communities, as well as being the Division lead in developing and implementing policies required to effectively administer those programs. Specific responsibilities include:</p>
<p>Essential Functions (Including percentage of time):</p>



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20%	<p>Serve as second in command of the Division and acts for the Deputy Director in his/her absence. At the request of the Deputy Director, represents the Division at policy, program, legislative and public meetings. Assist the Deputy Director in coordination with other State Water Board divisions and offices, the Regional Water Boards, the Cal/EPA, other State and local agencies, and the USEPA. Meet and confer with top management from other agencies, as directed by the Deputy Director, to collaboratively resolve complex water quality, drinking water and water supply issues using financial resources available to the Water Boards. Identify alternatives available in the solution of management problems and recommends courses of action and effectively contributes to the State Water Board's overall equal employment opportunity objectives.</p>
20%	<p>Collaborate with the Deputy Director in the development of the Division and Water Board policies and is a member of the Division's executive management team. Review and make recommendations to the Deputy Director on implementation, statutory and policy changes on funding, and technical procedures applied to application review and funding agreement oversight. Provide recommendations and alternatives, based on sound technical analysis and broad policy considerations, to executive management and Board members. Lead the development and implementation of plans and policies for administering the Safe and Affordable Drinking Water Fund and other funding programs for small communities. This position requires that the incumbent have the ability to effectively perform high-level technical and administrative, policy-influencing functions.</p>
20%	<p>Responsible for overseeing the functions of technical staff engaged in administration of the Safe and Affordable Drinking Water Fund, Small Community Drinking Water and Wastewater programs, the Small Community Technical Assistance Program, the Emergency Drinking Water/Cleanup and Abatement Account program, and other programs assigned to the Branch. Work closely with administrative and legal staff in developing and implementing policies for funding agreement development and reimbursement review and disbursement. Ensure Project Managers review, analyze, comment, and approve feasibility reports, make eligibility determination on plans and specifications, review scopes of work, conduct construction inspections, review and approve payment requests, and conduct operational reviews of funded facilities.</p>



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20%	<p>Serve as the Assistant Deputy Director and Manager of the Office of Sustainable Water Solutions Branch and directly supervises three section managers relative to the planning, organizing, staffing, directing and controlling of their programs. In each of these program areas, has managerial responsibility for program development, implementation and evaluation. Responsible for supervision of professional staff and works to expand employee and organizational skills to provide consistently high quality, responsive customer service and compliance assistance through guidance and formal training. Provide general direction and guidance to the section managers concerning diverse complex and sensitive federal, state and local issues and mandates. Oversee development and implementation of strategic work plans and performance measures for the programs within each section to implement the State Water Board's programs for financial assistance to small and disadvantaged communities. Track and evaluate program performance, including both quality of work as well as overall resource direction and expenditure. Ensure accountability in funding decisions and that outcomes are measured, monitored, tracked and reported. Provide direction to staff to assure that State Water Board programs and decisions are informed by sound technical analysis, consistent with the State Water Board's Strategic Plan.</p>
15%	<p>Responsible to communicate (and direct effective senior communications) with managers and directors of local, State and Federal agencies, non-profit partners and other stakeholders. Provide subject-matter expertise to staff, executive management, State Water Board members, and outside agencies on funding, drinking water quality and water supply, wastewater and drinking water treatment, technical assistance and project matters related to providing safe and affordable drinking water and wastewater solutions to small communities.</p>
5%	<p>Perform other duties as required.</p>

Typical Physical Conditions/Demands:

The job requires extensive use of a computer and the ability to sit/stand at a 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. Occasionally standing/sitting for long periods of time, etc.

Typical Working Conditions:

The incumbent works in a high-rise office building. The work schedule is Monday through Friday. Telework and hybrid workspace options may be available based on operational needs. Travel may be required.



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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