



Classification: Executive Officer  
 Position Number: 880-170-3843-004

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b>	<b>Classification Title:</b> Executive Officer	<b>Position Number:</b> 880-170-3843-004
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Executive Officer	<b>Effective Date:</b> June 2024
<b>Tenure:</b> Non-Tenured	<b>Time Base:</b> Full Time	<b>CBID:</b> E99
<b>Division/Office:</b> Colorado River Basin Regional Water Quality Control Board/Executive		<b>Section/Unit:</b> Colorado River Basin Regional Water Quality Control Board/Executive
<b>Supervisor's Name:</b> Colorado River Basin Regional Water Quality Control Board		<b>Supervisor's Classification:</b> Board Members

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

**General Statement**

Under the general direction and specific delegation of authority by the seven-member, Governor-appointed Colorado River Basin Regional Water Quality Control Board (Regional Board), the Executive Officer is responsible for overall leadership and management of the agency, including planning, organizing, directing, and administering all activities and operational functions of the Regional Board. Consistent with Regional Board priorities and the goals of the State Water Quality Control Board (State Board) and Regional Board's Strategic Plan, the Executive Officer formulates and implements the water quality control program for the Colorado River Basin Region to ensure that the waters of the State, contained within the Region, are maintained at the highest quality possible consistent with the maximum benefit to the people and natural habitat and coordinates the activities of the Regional Board to achieve a unified and effective water quality control program in the State. The Executive Officer is expected to act with integrity, transparency, inclusivity, and sound judgment, create an inclusive, positive, and collaborative organizational office culture, and solicit and consider internal and external input to support well-informed and effective policy decisions and recommendations. The Executive Officer serves at the pleasure of the Regional Board.



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**Position Description**

The Executive Officer leads a staff of approximately 40 environmental scientists, geologists, engineers, and technical and administrative staff. The Regional Board has delegated to the Executive Officer all the powers and duties of the Regional Board, with certain exceptions. The Executive Officer is generally responsible for the overall leadership and management of the Regional Board, all aspects of the agency's operations, and successful implementation of applicable federal and state laws and regulations and State and Regional Board plans and policies. In addition to overseeing the work of the agency, the Executive Officer represents the Regional Board in public forums and collaborates with local, state, and federal agencies related to water quality and environmental protection.

**Essential Functions (Including percentage of time):**

40%	Perform all tasks that have been delegated by the Regional Board pursuant to Water Code section 13223. Responsible for preparing and submitting recommendations to the Regional Board regarding water quality control plans and waste discharge and water recycling requirements; advising the Regional Board on technical and policy issues on adjudicatory matters; keeping Board Members informed on critical and emerging matters and matters of interest; and implementing Board priorities and direction. Participate in Regional Board meetings and workshops. Act as the Regional Board's technical and policy advisor on adjudicative matters.
25%	Review and approve final staff work products in coordination with the Assistant Executive Officer, management team, and legal counsel; annual program work plans for regional priorities; and performance measures and targets. Supervise preparation of Board meeting agendas and materials and brief the Board Chair and other Board Members on agenda items. Ensure staff work presented to the Regional Board is accurate, clear, and concise. Supervise and delegate tasks to an Assistant Executive Officer, the Administrative Officer, an executive assistant, program managers, and staff.
15%	Establish and maintain working relationships, and represent the Regional Board in meetings, with other governmental and tribal officials, dischargers, the legislature and other elected officials, the general public, and other stakeholders. Coordinate, as necessary, development and implementation of water quality control activities with the State Board and the other eight regional water boards, U.S. EPA, and local agencies for ensuring safe, clean, and affordable water to achieve a unified and effective water quality control program in the state. Frequent travel within California.

**Marginal Functions (Including percentage of time):**

10%	Conduct the business of the Regional Board, including but not limited to overseeing the region's fiscal budget and allocating resources, ensuring continuity of operations in emergency situations, and scheduling Board meetings and workshops. Provide media and communication support.
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5%	Responsible for the overall leadership and management of a multi-disciplinary technical, professional, and administrative staff to provide consistently high quality, responsible public service and compliance assistance. Work to expand staff technical, leadership, and interpersonal skills through guidance and formal training. Responsible for final decisions concerning personnel matters and acts as reviewing officer on performance appraisals and grievances. Assists the State in implementing Equal Employment Opportunity laws, policies, and regulations.
5%	Perform other duties as required.

**Typical Physical Conditions/Demands:**

The job requires extensive use of a computer and the ability to sit/stand for long periods of time, utilize a phone, type on a keyboard, and to participate in virtual meetings, for extended periods of time. The job also requires the ability to participate in internal and external in-person meetings and public meetings.

**Typical Working Conditions:**

The incumbent works in a one-story office building in Palm Desert, in an enclosed, windowed office in a smoke-free environment. The typical work schedule is Monday through Friday. Occasional evening and weekend work may be necessary to meet deadlines, and evening work may be necessary for participating in public meetings. Travel is required locally and within the State. Travel may last more than one day and require overnight stays.

Employee Name	Employee Signature	Date