



Classification: Environmental Program Manager I (Spec.)
 Position Number: 880-155-0756-001

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-155-002	Classification Title: Environmental Program Manager I (Specialist)	Position Number: 880-155-0756-001
Incumbent Name: Vacant	Working Title: Environmental Program Manager I (Specialist)	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: E48
Division/Office: Central Valley Regional Water Quality Control Board/Fresno		Section/Unit: Southern Central Valley
Supervisor's Name: Christina Shupe		Supervisor's Classification: Assistant Executive Officer

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the general direction of an Assistant Executive Officer 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



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The Environmental Program Manager I (Spec.) serves as the region's Nitrate Control Program Manager and will be responsible for ensuring region-wide consistency in the review and development of policies, outreach, permits and enforcement for facilities that discharge nitrates to land, including agricultural growers, dairies, wastewater treatment plants and food processing facilities.

The incumbent's responsibilities include organizing, coordinating, and advising the work of the major functional programs of Regional Board staff on all issues related to the Nitrate Control Program. These programs include, but are not limited to: Irrigated Lands Regulatory Program, Confined Animal Facilities, WDRs Program, and Compliance and Enforcement Program.

The incumbent provides the Regional Water Board executive staff and program managers with advice concerning local government, state agency, and technical development issues, needs, and policies, and on all issues related to the Nitrate Control Program.

Essential Functions (Including percentage of time):

35%	<p>Serve as primary program manager responsible for development and implementation of the work planning related to the Central Valley Salinity Alternatives Long Term Sustainability (CV SALTS) Nitrate Control Program. Ensure provision of technical assistance to public and private entities in the formulation and implementation of Nitrate Control Program requirements, wastewater treatment and management goals, and wastewater practices and solutions for controlling discharges of nitrate. Coordinate efforts with Regional Board staff and State Water Board staff. Lead CV SALTS Nitrate Control Program outreach efforts, including those to tribal and disadvantaged communities.</p> <p>Provide oversight, coordination, and program management for the Region's Nitrate Control Program, including permitting and environmental work associated with managing nitrates and its effects on groundwater. Serve as the Program Manager in the region for the Nitrate Control Program.</p>
35%	<p>Develop CV SALTS Nitrate Control Program implementation plans, budgets, goals, and objectives for staff within multiple programs; advise Program Managers on the assignment of key projects and establish priorities and schedules for them; track the progress of key projects; advises program managers on assignments and review tasks to ensure they are effectively and accurately accomplished on time; communicate with Program Managers to aid in setting clear performance expectations and monitor work performance; identify training needs to assure proper development.</p>
15%	<p>Represent the Regional Board at public meetings; addresses meetings of public officials and interested parties. Respond to inquiries and other official requests regarding the Nitrate Control Program. Prepare and coordinate the preparation of issue papers, environmental reviews, permits and guidelines for higher review and Board consideration. Formulate recommendations that are technically and legally consistent with and conform to Board plans and policies for higher review.</p>



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Marginal Functions (Including percentage of time):

10%	Represent management at a high level, decision-making meetings with federal, state, county, and local government officials, and representatives from the private sector. In these meetings, persuasion and adept diplomacy involving sensitive negotiations on high-cost issues may be required to resolve substantive differences. Conduct and lead meetings with dischargers, public entities, other state agencies, and federal offices concerning salinity and salt control problems, their definition, and mitigation measures.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal 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 access and navigate several online databases, upload, and retrieve facility case files. Drive to sites throughout the Region, three to four hours away from the office. Navigate uneven, rugged terrain for short periods of time, in extreme temperatures throughout the workday, carry more than 50 lbs., standing/sitting for long periods of time, etc.

Typical Working Conditions:

The incumbent works in a single-story office building in Fresno, in a cubicle or an enclosed, non-windowed office, in a smoke-free environment. The work schedule is Monday through Friday. Evening and weekend work may be necessary at times. 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

Employee Name	Employee Signature	Date