



Classification: Staff Services Manager I (Spec.)
 Position Number: 880-110-4800-003

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-110-023	Classification Title: Staff Services Manager I (Specialist)	Position Number: 880-110-4800-003
Incumbent Name: Vacant	Working Title: Agriculture Program Specialist	Effective Date: TBD
Tenure: Permanent	Time Base: Full-time	CBID: R01
Division/Office: Region 1 / Santa Rosa		Section/Unit: Agriculture & Enforcement Division
Supervisor's Name: Kason Grady		Supervisor's Classification: Supervising Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the general direction of a Supervising Water Resource Control Engineer 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 Agriculture Program Specialist is responsible for providing timely and professional assistance to the public and staff within the Division, by phone, e-mail, mail, and in person. The Agriculture Program Specialist is required to work independently, communicate effectively, simultaneously manage multiple tasks and become proficient in their duties as a project leader and recognized authority in extremely sensitive programs, including but not limited to the Water Boards Cannabis and Enforcement Programs. The Agriculture Program Specialist is responsible for guiding and coordinating the work of an analyst and other technical staff within the Division on assigned projects. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.



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Essential Functions (Including percentage of time):

30%	<p>Serve as a senior-level point of contact to the public and internal and external partners for the Agriculture and Enforcement Division’s sensitive information involving regulatory and enforcement actions and priorities. Respond and coordinate responses to public inquiries, complaints, and requests related to permitting and enforcement in a timely manner. Provide complete and accurate information and inform parties of procedures for accessing Water Boards’ records. Designate and protect records that are considered confidential and not disclosable unless specifically subpoenaed. Coordinate Public Records Act and subpoena requests with appropriate legal counsel and ensure any required response deadlines are met.</p>
25%	<p>Coordinate with management and executive staff, legal counsel, program analysts and technical staff (i.e. engineers, geologists, and scientists), and with other agency personnel to coordinate consistent application of permitting and enforcement processes in accordance with program priorities. Coordination responsibilities include: Processing new and changes to existing enrollments under the Cannabis Cultivation General Order, managing fee collection and disputes, processing enrollment terminations, and providing customer service to enrollees and complainants; Ensuring that enforcement cases stay on schedule and that annual programmatic enforcement goals, targets, and metrics are met; Promoting regional interests in the development of statewide policies related to the Cannabis and Enforcement Programs and developing regional policies that further program objectives; Acquiring satellite and aerial imagery; Developing and promoting integrated, efficient, and innovative database and Geographic Information Systems to support coordinated regulatory and enforcement efforts of Water Boards’ Regions, Divisions, and Offices; Improving processes to track and report on progress toward achieving program goals and meeting performance targets/metrics associated with the Cannabis and Enforcement Programs.</p>
15%	<p>Support multi-disciplinary colleagues in the development, tracking, and management of advanced formal enforcement cases (Investigative Orders, Cleanup and Abatement Orders, Cease and Desist Orders, and Administrative Civil Liability Complaints).</p>
15%	<p>Lead and oversee the development and implementation of program-wide data management, tracking and reporting systems related to enrollments, inspections, enforcement actions, and program goals, targets, and metrics. Integrate tracking and reporting efforts with Water Boards business rules and various databases, including but not limited to the California Integrated Water Quality System, Geotracker, and the Water Boards Electronic Content Management system. Serves as the lead in tracking and coordinating enforcement cases to ensure compliance with requirements and deadlines. Develop/manage/maintain a management system for identifying, tracking, and managing cannabis enforcement cases. Track and organize program documents and correspondence received through various means, including office-wide or program-specific email accounts. Maintain and update records in various databases such as</p>



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	<p>the California Integrated Water Quality System (CIWQS), Geotracker, ECM, among others during the analysis of application information, permits, inspection reports, project plans, and other documents and data. Develop reports, analyze results, and effectively communicate information. Lead, direct, and oversee the analysis of data to set program priorities, to achieve program objectives, and to capitalize on strategic opportunities to gain process efficiencies. Data sources include enrollment records from various regulatory agencies, application and technical documents, geospatial data layers, and annual monitoring data.</p>
5%	<p>Develop and maintain program and enforcement templates and procedures and train staff on their use.</p>
5%	<p>Implement the Water Boards' Racial Equity Resolution, Racial Equity Action Plan, Human Right to Water Resolution, and Climate Change Resolution. Duties include building relationships with internal and external partners, performing outreach, conducting surveys, analyzing data and interpreting results, and making recommendations for regional and programmatic actions to promote equity.</p>
<p>Marginal Functions (Including percentage of time):</p>	
5%	<p>Perform other duties as required.</p>
<p>Typical Physical Conditions/Demands:</p>	
<p>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 20 pounds, bend and reach above shoulders to retrieve files and/or documents.</p>	
<p>Typical Working Conditions:</p>	
<p>The incumbent works on the ground floor of an office building in Santa Rosa, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during the year end closing process or when the department is mission tasked. Overnight travel may be required locally and within the state.</p>	



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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