



Classification: Career Executive Assignment
 Position Number: 880-130-7500-002

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-130-XXX	Classification Title: Career Executive Assignment, Level A	Position Number: 880-130-7500-002
Incumbent Name: Vacant	Working Title: Assistant Executive Officer	Effective Date: January 2025
Tenure: Exempt	Time Base: Full time	CBID: M01
Division/Office: State Water Resources Control Board		Section/Unit: Central Coast Region
Supervisor's Name: Ryan Lodge		Supervisor's Classification: Executive Officer

Human Resources Use Only:	
HR Analyst Approval: Brittany Liverett	Date: 01/10/2025

General Statement

Under the direction of the Executive Officer (EO) 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 EO and the Assistant Executive Officer (AEO) function as the executive management team for the Central Coast Water Board office. The AEO provides direct oversight of section managers (i.e., division supervisors overseeing programs), administrative program/unit manager, and enforcement program team. The AEO coordinates with the public, media, and various governmental and non-governmental agencies, environmental organizations, and State Water Resources Control Board management team. The AEO is required to work independently, communicate effectively, manage multiple complex tasks and projects, and be familiar with the Water Board's programs, policies, and associated regulations and statutes.

Essential Functions (Including percentage of time):

35%	Plan, organize, and direct the work of program sections, including technical programs, the enforcement program, and administrative unit. Provide technical and policy direction, establish
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	priorities, responsibilities and procedures for work items and follow up on progress. Manage personnel issues. Advise section managers on difficult water quality, environmental and administrative problems, review reports and recommendations prepared by technical and legal staff, provide direction to the section managers in the development and implementation of policy within their respective program areas. Coordinate with the State Water Board divisions/programs to ensure water quality policies and regulations are consistently implemented.
20%	Maintain contact with State Water Board, stakeholder organizations, and local and federal government entities involved in or concerned about water quality issues in the central coast region. Represent the Central Coast Water Board on committees, working groups and speak at various forums. Represent the Board and/or Executive Officer at public meetings of elected and appointed boards and commissions from the various counties, cities, and special districts and other agencies in the central coast region.
15%	Act on behalf of the EO as needed and as directed by the EO at the policy level in meetings and conferences, and on statewide task forces. Interact with regional board members as necessary in coordination with the EO. Speak before other governmental officials, the public, and the media and interpret federal and state laws, policies, and regulations.
15%	Act as the Enforcement Officer for the Central Coast Water Board and set region-wide enforcement priorities and coordinate enforcement efforts with section managers, the State Water Board's Office of Enforcement, district attorney's and attorney general's offices, etc. to implement the Water Boards' water quality and enforcement policies and statutes effectively and equitably.
10%	Direct the management team and participate in hiring, onboarding, training, and mentoring staff to provide consistent high-quality technical work products and responsive customer service and to facilitate succession planning. Serve as the ombudsperson for the public and regulated community in the central coast region and continuously strive to improve customer service and compliance assistance through improved guidance, public education, and outreach efforts.

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 a desk for extended time periods, 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. The job may require fieldwork and the navigation of uneven, rugged terrain for extended periods of time, in extreme or inclement weather (e.g., rain, wind, high or low temperatures).



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Typical Working Conditions:

The incumbent works in a two-story office building in San Luis Obispo, in an enclosed, windowed (non-opening) office on the 2nd floor in a smoke-free environment. The work regular work schedule is Monday through Friday. Normal working hours are 8:00 am to 5:00 pm with work and overtime periodically required before or after this time frame and on weekends to facilitate travel (i.e., locally and within the state) for and participation in meetings or to complete mission critical tasks. The AEO duties require an in-office presence with respect to EO, staff and public engagement. However, limited telework (e.g., one day per week) may be allowable per the EO's discretion if AEO duties can be effectively implemented.

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