



**Classification:** Environmental Program Manager I  
**Position Number:** 880-270-0756-002

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 24-270-011	<b>Classification Title:</b> Environmental Program Manager I (Specialist)	<b>Position Number:</b> 880-270-0756-002
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Director, Water Quality Monitoring Council	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-Time	<b>CBID:</b> E48
<b>Division/Office:</b> Office of Information Management and Analysis		<b>Section/Unit:</b> Monitoring Council
<b>Supervisor's Name:</b> Greg Gearheart		<b>Supervisor's Classification:</b> CEA (A)

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> Danielle Klemencic	<b>Date:</b> 1/19/2025

<b>General Statement</b>
Under the direction of the C.E.A. (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.
<b>Position Description</b>



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The incumbent serves as the Director of the California Water Quality Monitoring Council (Council). The Council was established by California Senate Bill 1070 (Statutes of 2006) amending and revising Sections 13167 and 13181 of the California Water Code. Per these statutes the Council is guided by a Memorandum of Understanding (MOU) between the California Environmental Protection Agency (Cal/EPA) and the California Natural Resources Agency (CNRA). The guiding statute declares that the primary purpose of this Council is to “(a) improve the efficiency and effectiveness of water quality and associated ecosystem monitoring, assessment and reporting through fostering collaboration between relevant programs of state, federal and local governmental agencies and non-governmental organizations throughout California and (b) ensure that the resulting data and information are made readily available in an easy to understand manner to decision makers and the public via the Internet.” More information on this statutory authority, the MOU, and the public processes can be found here: [https://mywaterquality.ca.gov/monitoring\\_council/index2.html](https://mywaterquality.ca.gov/monitoring_council/index2.html).

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

30%	Responsible for maintaining liaison with other governmental agencies as well as Non-Government Organizations (NGOs), and the private sector entities who compose the members of the Council. Setting strategic direction, evaluating performance, and coordinating the implementation of the Council, including the Council’s committees and workgroups, the Council’s and its members’ interests on related policy development, program budgeting, governance and membership (e.g., Council contains effective representation from the three departmental executives and the seven other organizations). Preparing and organizing an effective governance structure for the Council and its committees and workgroups, specifically laying out the duties and reporting process for “chairs” or other titles granted to members of the Council structure. The Director carries authority and accountability for timely completion of program objectives and for submittal of satisfactory products to the Council.
30%	Lead the Council public information program, including the My Water Quality website and its associated Internet portals of Monitoring Council’s theme-specific work groups. Coordinate and direct the work of departments within Cal/EPA, CNRA, other governmental agencies, and any non- governmental organizations as needed to effectively deliver data and information to decision makers and the public related to matters involving water quality and associated ecosystem health of California’s water resources. Direct the SWRCB resources and other entities assigned to maintain content for the ongoing sustainability of a website, open datasets and any other web services or other materials for the Council and its committees, workgroups and subcommittees. These duties also include advising the Council and its member departments in efforts to deliver open government data, including coordinating how Council offers web services (e.g., application program interfaces or APIs) and water data products, using user-experience, user-designed practices. In addition, the Director serves as representative and coordinator for work required under the Open and Transparent Water Data Act (AB1755), signed into statutes in 2016, including serving in the Council’s seat on the AB1755 Partner Agency Team and the California Water Data Consortium’s Steering Committee and relevant working teams.



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20%	<p>Coordinate, lead, and advise primarily the Water Boards, and Council on how to achieve a cost-effective, coordinated, integrated, and comprehensive statewide network for collecting and disseminating water quality information and ongoing assessments of the health of the state's waters and the effectiveness of programs to protect and improve the quality of those waters. Among other things this task should be aimed towards the following:</p> <ol style="list-style-type: none"> <li>1. Reduce redundancies, inefficiencies, and inadequacies in existing water quality monitoring and data management programs by evaluating the objectives, goals, performance, and achievements to improve the effective delivery of sound, comprehensive water quality information to the public and decision makers.</li> <li>2. Evaluate the performance and achievements of water quality improvement projects and programs financed by the state in providing specific information necessary to track project effectiveness regarding achieving clean water and healthy ecosystems.</li> </ol>
<b>Marginal Functions (Including percentage of time):</b>	
10%	<p>Serves on the U.S. EPA led National Water Quality Monitoring Council representing the U.S. EPA Region 9 states. Participation on the Council consists of several Council meetings held during the year and members are encouraged to participate on one or more workgroups and subcommittees. Members are expected to help promote Council activities and products. Council products include the Water Quality Portal, the National Environmental Methods Index (NEMI), and National Network of Reference Watersheds (NNRW); Council activities include the webinar series and the biennial National Monitoring Conference.</p>
5%	<p>Represents the Water Boards at the Council in outreach and engagement efforts, including giving presentations, facilitating meetings and workshops, and conducting Tribal consultations. To the extent their Council duties provide, they conduct equitable community and Tribal outreach and engagement, establish and maintain partnerships, and foster open communication for voices from historically underserved and disadvantaged communities, including conducting outreach and analyses and developing findings consistent with Water Code section 13149.2. In their role as Director for the Council, the incumbent identifies actions to implement the Water Board's Racial Equity Resolution, Racial Equity Action Plan, Human Right to Water Resolution. In cooperation with the Office of Public Engagement, Equity and Tribal Affairs the incumbent develops talking points, presentations, and outreach material for members of the media and the public.</p>
5%	<p>Perform other duties as required.</p>
<b>Typical Physical Conditions/Demands:</b>	



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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 lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. Navigate uneven, rugged terrain for extended 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 on the 19th floor of a high-rise office building in Downtown Sacramento, 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. 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 with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date