



Classification: Career Executive Assignment,
Level B
Position Number: 880-210-7500-002

DUTY STATEMENT

CURRENT PROPOSED

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| RPA Number: 24-210-XXX | Classification Title: Career Executive Assignment, Level B | Position Number: 880-210-7500-003 |
| Incumbent Name: Vacant | Working Title: Chief Deputy Director | Effective Date: May 2025 |
| Tenure: Non-Tenured | Time Base: Full Time | CBID: M01 |
| Division/Office: Executive Office | | Section/Unit: Executive Office |
| Supervisor's Name: Eric Oppenheimer | | Supervisor's Classification: CEA C, Executive Director |

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| Human Resources Use Only: | |
| HR Analyst Approval: Brittany Liverett | Date: 01/28/2025 |

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| <p>General Statement</p> <p>Under broad direction from the Executive 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.</p> |
| <p>Position Description</p> <p>As a vital member of the State Water Board's executive team, the Chief Deputy Director plays a pivotal role in advising the Executive Director and State Water Board members on key policies. This position entails providing strategic leadership and managerial oversight to major divisions, offices, programs, and functions within the State Water Board. Collaborating closely with the State Water Boards' management team and Regional Water Boards' Executive Officers, the incumbent contributes to the development of policies, plans, and programs aimed at regulating water quality and efficiently allocating the State's finite water resources.</p> <p>In the capacity of Chief Deputy Director, the incumbent holds supervisory responsibilities for key positions, including the Director of the Office of Research, Planning, and Performance; Deputy Director of the Division of Water Rights; Deputy Director of the Division of Administrative Services; and the Director of the Office of Sustainable Groundwater Management. Additionally, the Chief Deputy Director</p> |



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oversees policy matters related to Bay-Delta planning, strategic planning, water conservation, and other emerging priorities.

Aligning these many programs with the State Water Board's mission and its commitment to advance equity, consistent with the State Water Board's racial equity resolution and racial equity action plan, is a key priority for the State Water Board and an ongoing responsibility of the position. The position has a span of control exceeding 500 administrative and technical staff engaged in some of the Water Board's most complex and impactful programs and policy initiatives.

Essential Functions (Including percentage of time):

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| 30% | Work with the Board's executive management team in analyzing, formulating, and instituting new policy directives. Implement strategic program and policy decisions to ensure the effectiveness of Water Board programs consistent with the direction and priorities of the State Water Board. Manage the development of proposed statewide policies to protect the beneficial uses of water and ensure the State's waters are properly allocated. Coordinate with CalEPA, State Water Board management, the nine Regional Water Boards' Executive Officers and the Office of Chief Counsel in pursuing the mission and goals of the organization. Coordinate policy matters with CalEPA and its members, Boards, Departments and Offices. Communicate policy and programmatic recommendations with the State Water Board members, CalEPA, and the Governor's Office and ensure organizational deliverables are aligned with leadership's direction and expectations and that these deliverables are accurate and timely. |
| 30% | Provide broad managerial oversight, guidance, and supervision to the Director, Office of Research, Planning and Performance; Deputy Director, Division of Water Rights; Deputy Director, Division of Administrative Services; and Director, Office of Sustainable Groundwater Management. |
| 20% | Work with the management team, the Regional Water Board management, and Water Board Deputy Directors to solve operational problems. Provide statewide staff support for administration for both the State Water Board divisions and offices and the nine Regional Water Boards. Provide high level oversight of administrative, budgetary and program controls. Review and approve fund condition statements and other budgetary accounting documentation submitted to the Department of Finance. |
| 15% | Represent the Water Boards before the Legislature, the Administration, other State agencies, local agencies, and special interests. Act as Liaison between the State Water Board, CalEPA, the Governor's Office, and Regional Water Boards. Participate in State Water Board meetings and workshops. Ensure that staff work presented to the State Water Board is accurate, clear, and concise. Meet with Legislators and representatives of local, state and federal agencies, industries, special groups, the media, and the public. |

Marginal Functions (Including percentage of time):

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| 5% | Review decisions dismissing appeals to staff actions or Regional Water Board actions prior to |
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Typical Physical Conditions/Demands:

This position 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.

Typical Working Conditions:

The incumbent works on the 24th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. 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 |
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| Employee Name | Employee Signature | Date |
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