
Central Valley Regional Water Quality Control Board

EXEMPT POSITION ANNOUNCEMENT

Executive Officer, Central Valley Regional Water Quality Control Board

Final Filing Date: January 11, 2018

JOB DESCRIPTION AND DUTIES

The Central Valley Regional Water Quality Control Board has an opening for an Executive Officer II.

The incumbent serves under the guidance and direction of a seven-member, Governor appointed Central Valley Regional Water Quality Control Board (Central Valley Water Board). The Executive Officer II is responsible for planning, organizing, directing and administering all activities and functions of the Central Valley Water Board, including regional board policy development, and the collaboration and coordination with the State Water Resources Control Board (State Water Board) and the other eight regional water quality control boards on development of statewide policy.

The Executive Officer II is responsible for developing, implementing and enforcing regulations, guidance and policies that are consistent with the priorities of the Central Valley Water Board and the State Water Board, and implementing and enforcing federal and state water quality law. The Executive Officer II establishes and maintains working relations with state, federal and local governmental agencies, elected officials, public and private organizations, regulated persons, underserved communities and other stakeholders.

The Executive Officer II is responsible for the overall leadership and management of all activities conducted by the approximately 261 full time multi-disciplinary staff of engineers, geologists, scientists and support staff of the Central Valley Water Board. The board's budget is approximately \$48 million per fiscal year.

The position, located in the city of Rancho Cordova, Sacramento County, involves extensive travel within the Central Valley Region and occasional travel to other parts of California.

The State Water Board and the nine regional water quality control boards work to preserve, enhance, and restore the quality of California's water resources and drinking water for the protection of the environment, public health, and all beneficial uses, and to ensure proper water resource allocation and efficient use, for the benefit of present and future generations.

Minimum Qualifications:

EXPERIENCE: At least five years of broad, responsible, professional experience in water quality policy development, program management or control; environmental management; public administration; environmental, civil, or sanitary engineering, or related fields providing

similar experiences. At least two years of the required experience should include supervisory responsibility in these fields.

EDUCATION: Equivalent to graduation from college with a degree in public administration, regulatory or environmental law, environmental, sanitary, civil or chemical engineering or biological or physical sciences. Multiple or advanced degrees in these or related fields are desirable. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Knowledge and Abilities

Applicants must possess essential general qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Applicants must demonstrate the ability to effectively manage and administer Central Valley Water Board programs and staff and develop and/or influence policy-making through possessing knowledge and abilities that include:

- Knowledge of CalEPA, the State Water Board and the Central Valley Water Board.
- Experience in program and policy development, implementation, enforcement and evaluation, including effectively communicating complex issues.
- Ability to analyze how a proposed action will accomplish Central Valley Water Board goals, considering policies, laws and regulations (particularly the Porter-Cologne Water Quality Control Act and the Clean Water Act); assess how a proposal may impact the Water Board's resources; and evaluate the effectiveness of the chosen course of action.
- Ability to synthesize and effectively communicate complex scientific and policy issues and problems and provide recommended options that will implement effective courses of regulatory or policy action.
- Ability to integrate activities of multiple and diverse Water Board programs (currently 18 programs) to attain the Water Boards' mission.
- Ability to work effectively with all Central Valley Water Board stakeholders, including federal, state and local governmental agencies, the Governor's office, elected officials, public and private organizations, regulated entities, underserved communities, Tribal representatives, Water Board staff and other stakeholders to develop, recommend and implement programs, policies and regulations that achieve the goals of the Central Valley Water Board while considering all points of view and gaining the confidence and support of stakeholders at all levels.
- Ability to develop and foster working relationships with representatives of underserved communities and tribal liaisons to ensure Water Board policies and regulations consider and address the concerns of the communities they represent.

DESIRABLE QUALIFICATIONS

In addition to evaluating each candidate's relative ability, as demonstrated by the quality and breadth of experience, the following factors will provide a basis for evaluating each candidate:

1. Management experience, including demonstrated success in leadership roles.

2. Demonstrated experience in crafting solutions to complex and contentious policy issues involving a wide range of stakeholders such as the State Water Board, other state agencies and departments, the Governor's office, the legislature, regulated entities and the public.
3. Demonstrated knowledge and experience with business processes, streamlining, and increasing productivity.
4. Knowledge and understanding of Central Valley Water Board programs, policies, and procedures, including the critical issues confronting the board.
5. Knowledge and understanding of California water quality laws and regulations and how resource and wastewater management could impact water quality.
6. Ability to lead and oversee a high profile office and to organize and direct management staff in the development and implementation of policies and programs.
7. Ability to negotiate solutions and work collaboratively with all Central Valley Water Board stakeholders, building effective relationships within and outside the organization.

APPLICATION INSTRUCTIONS

The Executive Officer II position is an at-will, exempt position that is appointed by the Central Valley Water Board. It is not necessary to be a state employee to apply. It is not necessary to submit a state application form (Std. 678). Applications received after the final filing date/time will not be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Required Documents: A cover letter, Statement of Qualifications (SOQ) and a current resume or curriculum vitae must be submitted with the application package. The SOQ should provide a description of the applicant's experience, knowledge and abilities as they relate to the Desirable Qualifications. These factors must be addressed in the same order as listed in the Desirable Qualifications section, but redundant information is not necessary where specific experience relates to multiple factors. SOQs must include specific examples for each Desirable Qualification. The SOQ should be no more than three pages in length, single-spaced, with a font no less than twelve-pitch. This information will be used in conjunction with the interview to assist the interview panel in determining the most qualified candidate.

Application packets may be submitted electronically through a CalCareer account at www.jobs.ca.gov or in hard copy to:

State Water Resources Control Board
Attn: Human Resources
P.O. Box 100
Sacramento CA, 95812-0100

Applicants may be subject to a background check and/or drug test.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being schedule. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office (contact information below).

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

CONTACT AND POSITION INFORMATION

For questions about applying, please contact Nubia Santos, State Water Resources Control Board Division of Administrative Services, (916) 341-5109 or nubia.santos@waterboards.ca.gov.

EEO Contact: Shyla Hoffman, State Water Resources Control Board Division of Administrative Services, (916) 341-5881, shyla.hoffman@waterboards.ca.gov, California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice). TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

Position Details

Job Control #: JC-90927

Position #(s): 880-150-3842-003

Classification: Executive Officer II

of Positions: 1

Work Location: Sacramento County

Tenure/Timebase: Non-Tenure/Fulltime

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