

Administrative Section Program Fact Sheet

Fiscal Year (FY) 19/20

Overview of the Administrative Section Program

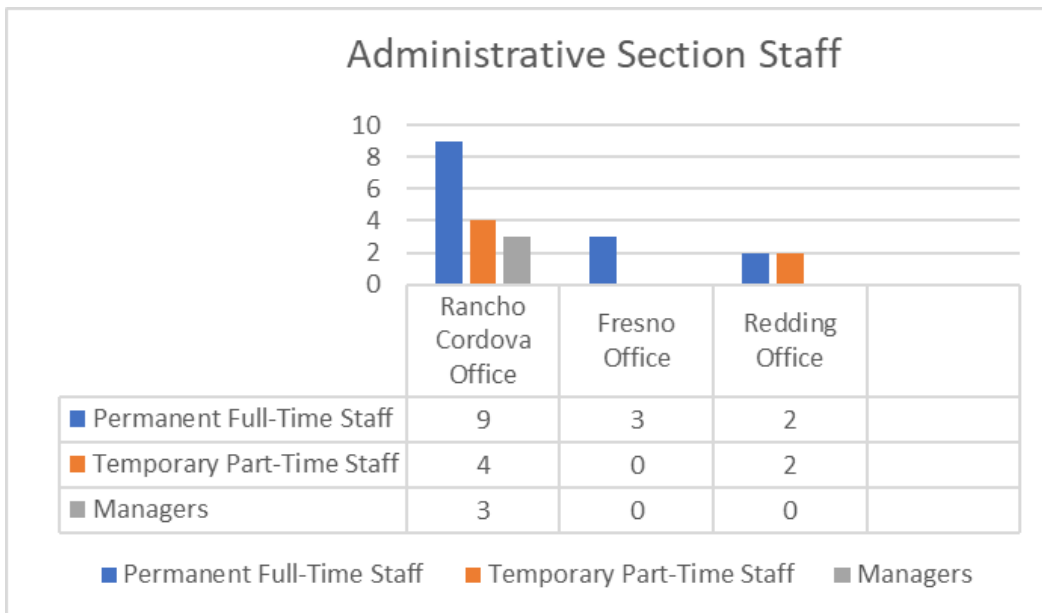
The Central Valley Water Board employs approximately 250 permanent, and 40 temporary part-time employees. Of those staff, 23 serve as our Administrative Section team (17 permanent and 6 temporary staff). The Administrative Section provides administrative support for the management of 18 technical and regulatory programs across three offices (Rancho Cordova, Redding and Fresno) within the Central Valley Water Board.

Our Administrative Section staff play a key role in our infrastructure, not only in the day-to-day operations, but also working within the regulatory program areas to ensure that our staffing resources are used efficiently. Our team is responsible for activities that are related to budget projection and tracking, contract/grant development and management, procurement, managing laboratory services, record keeping, billing, personnel/human resources, recruitment, physical distribution of mail/electronic content management, vehicle fleet, data management, and logistics.

Program Goals

The Administrative Section serves to support the Region's mission, initiatives and priorities by providing constant, reliable assistance to our customers, both internally and externally, while applying the highest standards and ethics.

Resources



FY 18/19 Accomplishments

- Training: Over the past fiscal year the Administrative Section has processed and logged over 1,100 Training Request Forms.
- Contracts: The Administrative Section successfully submitted a total of seven contract packages (three discretionary contracts, one emergency contract, two standard contracts, and one amendment) through the Division of Administrative Services (DAS) intake process within the past fiscal year.
- Grants: In consultation with the Division of Financial Assistance and Division of Water Quality, developed (7) grant agreements (two Clean Water Act Section 319(h) grants and five Timber Fund grants) and managed a total 17 active grants.
- Procurement: 109 purchase requisitions were processed and submitted this fiscal year.

Priority Projects FY 19/20

- Web site Accessibility: In coordination with the State Water Board, continue to develop an implementation plan to provide processes by which staff will create, remediate and maintain all electronic content in a manner that ensures equal access to all individuals. The Administrative Section Unit is committed to support equal access and proactive compliance with Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA). Consultation and technical assistance will be provided to Region 5 content creators through continued training, resources and meetings.
- Increase Recruitment Efforts: The 2019-2020 year will have a renewed focus on the Recruitment Specialist/Personnel Liaison position in Region 5. The Administrative Section will use the 18/19 recruitment contacts list previously developed to focus our outreach efforts when filling Scientific Aid, Engineering and Environmental Scientist positions. This emphasis should assist the Redding and Fresno Office in particular, as qualified candidates are more difficult to come by in those locations. These efforts will include outreach at job fairs, college recruiting events, on-line advertising through engineering and science associations and other recruitment events.
- Hiring Guide: Ongoing changes to the State's hiring process have presented our hiring managers with several challenges. Although there are instructions and guidelines provided by the State to aid our managers in making appropriate hires, we see a need to create more robust tools to ensure that our hires are not only appropriate within the State's requirements but are also resulting in finding the most qualified candidates that are the best 'fit' for the job. *This project is continued from last year's priority list.*
- Updating our Operations Procedure Manual.