

Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR's Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR's website does not indicate CalHR support for the proposal.

A. GENERAL INFORMATION

1. Date

June 2, 2016

2. Department

State Water Resources Control Board

3. Organizational Placement (Division/Branch/Office Name)

Colorado River Basin Regional Water Quality Control Board (Regional Water Board)

4. CEA Position Title

Assistant Executive Officer (AEO)

5. Summary of proposed position description and how it relates to the program's mission or purpose. (2-3 sentences)

The mission of the State Water Board is 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.

The State Water Control Board proposes to create a new C.E.A. Level A position to serve as Assistant Executive Officer and report directly to the Executive Officer of the Colorado River Basin Regional Water Board. The Assistant Executive Officer is the principal policy advisor and consultant to the Executive Officer and is responsible for implementing all policy, planning, regulatory and enforcement activities of the Regional Water Board. The Assistant Executive Officer reports to the Executive Officer and is responsible for the day-to-day management of the Regional Water Board office and is responsible for the oversight and management of the annual budget, program planning, and policy formulation.

6. Reports to: (Class Title/Level)

Executive Officer, Regional Water Quality Control Board/State Water Resources Control Board

7. Relationship with Department Director (Select one)

- Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.
- Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.

(Explain): The Assistant Executive Officer serves as the principal consultant, policy advisor and technical expert on policy direction to the Executive Officer. The Executive Officer and the Assistant Executive Officer serve as the executive management team for the Colorado River Basin Regional Water Quality Control Board. These positions involve a high level of policy involvement with the public, the regulated community, and numerous governmental and nongovernmental organizations. The Assistant Executive Officer recommends to the Executive Officer priorities for implementing the delegation authorized by the Regional Water Board. The Assistant Executive Officer also recommends to the Executive Officer policies for Regional Board consideration. The Assistant Executive Officer helps coordinate region-wide policy development and interaction with other local, state and federal jurisdictions, the eight other Regional Water Boards, the State Water Board and the California Environmental Protection Agency (Cal/EPA). The Assistant Executive Officer also acts as the chief prosecutor in enforcement matters and acts independently of the Executive Officer in that role.

8. Organizational Level (Select one)

- 1st
- 2nd
- 3rd
- 4th
- 5th (mega departments only - 17,001+ allocated positions)

B. SUMMARY OF REQUEST

9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

The Assistant Executive Officer serves as the principal consultant, policy advisor and technical expert on policy direction to the Executive Officer. The Assistant Executive Officer recommends to the Executive Officer priorities for implementing the delegation authorized by the Regional Water Board. The Assistant Executive Officer also recommends to the Executive Officer policies for Regional Board consideration.

The Assistant Executive Officer assists the Executive Officer on the development and adoption of long-range plans related to Regional Water Board and statewide policies pertaining to water quality and water pollution control and also directs the issuance of discharge permits/requirements and water quality certifications, conducts surveillance monitoring and enforcement activities and oversees groundwater remediation projects and land disposal/site investigations.

The Assistant Executive Officer helps coordinate region-wide policy development and interaction with other local, state and federal jurisdictions, the eight other Regional Water Boards, the State Water Board and the California Environmental Protection Agency (Cal/EPA).

The Assistant Executive Officer has the day-to-day responsibility for planning, developing, implementing, evaluating and providing management direction and setting policy to meet the departmental mission. In doing so, the Assistant Executive Officer, acting in concert with, or acting on behalf of, the Executive Officer, is responsible for establishing high expectations of those responsible for carrying out water quality control actions, to hold those individuals and organizations accountable, and to ensure there are appropriate consequences for not meeting expectations, as well as recognition for those meeting and exceeding expectations. The Assistant Executive Officer serves as the chief prosecutor for nearly all formal enforcement actions with the separation-of-function enforcement process employed by the Regional Water Board. Because of the requirement for a separation of functions, the Assistant Executive Officer acts independently of the Executive Officer in prosecuting enforcement actions.

The Assistant Executive Officer develops the staff policies, strategies, and implementation methods for the entire Regional Water Board staff to carry out the direction and mission of the Regional Water Board.

The Assistant Executive Officer is responsible for providing direction to Regional Water Board staff in the interpretation and implementation of statewide Policies and Regional Water Board policies and direction.

The Assistant Executive Officer has the critical role of ensuring that policy-level direction from the State Water Board and the Regional Water Board is correctly interpreted and implemented in conformance with the intent of the upper level policy-makers.

B. SUMMARY OF REQUEST (continued)

10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

- Program is directly related to department's primary mission and is critical to achieving the department's goals.
- Program is indirectly related to department's primary mission.
- Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: The Assistant Executive Officer is the second organizational level to the Executive Officer of the Regional Water Board. The Executive Officer serves at the discretion of the currently seven part-time members of the Regional Water Board under a general delegation of authority prescribed by Water Code Section 13223(b). The Executive Officer is the highest-level executive position and must exercise the authority of the Regional Water Board, except where specifically prohibited by Statute. The semi-autonomous nature of the Regional Water Board creates an increased level of complexity, as the board members meet regularly and along with the Executive Officer, set priorities for implementing the delegation authorized by the Regional Water Board.

In the absence of the Executive Officer, the Assistant Executive Officer assumes and executes all of the duties and responsibilities of the Executive Officer. The Assistant Executive Officer is also the principal policy advisor and consultant to the Executive Officer and is responsible for implementing all policy, planning, regulatory and enforcement activities of the Regional Water Board. The Assistant Executive Officer, in reporting to the Executive Officer, is responsible for the day-to-day management of the Regional Water Board office and is responsible for the oversight and management of the annual budget, program planning, and policy formulation.

Under the administrative direction of the Executive Officer, the Assistant Executive Officer serves as the principal consultant, policy advisor and technical expert on policy direction to the Executive Officer. The Assistant Executive Officer recommends to the Executive Officer priorities for implementing the delegation authorized by the Regional Water Board. The Assistant Executive Officer also recommends to the Executive Officer policies for Regional Board consideration. In order to maintain a separation of staff functions in enforcement cases, the Assistant Executive Officer serves as the chief prosecutor in those matters and acts independently of the Executive Officer in that capacity.

The Assistant Executive Officer assists the Executive Officer on the development and adoption of long-range plans related to Regional Water Board and statewide policies pertaining to water quality and water pollution control and also directs the issuance of discharge permits/requirements and water quality certifications, conducts surveillance monitoring and enforcement activities and oversees groundwater remediation projects and land disposal/site investigations.

B. SUMMARY OF REQUEST (continued)

11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

The CEA category is more appropriate to serve in the role as Assistant Executive Officer due to the organizational placement of the position and due to the high policy-level decisions and the influencing role of the position. The Colorado River Basin Regional Water Quality Control Board is an independent seven member Board authorized in Section 13200 of the Water Code. The seven Board members are appointed by the Governor and Section 13220 authorizes the Board to appoint an executive position that is exempt from civil service under Section 4 of Article VII of the California Constitution to serve at the pleasure of the Board. The CEA position will serve as Assistant Executive Officer and will report directly to the Executive Officer of the Regional Water Quality Control Board.

The CEA category not only acknowledges the policy-level decision making required by this position but also provides the Executive Officer the needed flexibility in the recruitment and selection of executive management for the Regional Board. This CEA position provides day-to-day operational direction for the Office. The position has the authority to act on behalf of the Regional Water Quality Control Executive Officer regarding programmatic decisions. The Executive Officer and the Assistant Executive Officer serve as the executive management team for the Colorado River Basin Regional Water Quality Control Board. This involves a high level of policy involvement with the public, the regulated community, and numerous governmental and nongovernmental organizations. The Assistant Executive Officer participates in the setting of regional and statewide policies and procedures related to a wide variety of water quality and management issues. The Assistant Executive Officer functions with the highest degree of independence in developing, recommending and implementing policy for the Board. Decisions made by the Assistant Executive Officer have statewide programmatic impacts, which affect operations at the State, Federal, Regional and local government levels.

The Assistant Executive Officer supervises a variety of professional and non-technical classifications including engineers, engineering geologists, scientists and administrative staff. We are asking to establish a CEA Level A for the Assistant Executive Officer position.

C. ROLE IN POLICY INFLUENCE

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

The Assistant Executive Officer develops the staff policies, strategies, and implementation methods for the entire Regional Water Board staff to carry out the direction and mission of the Regional Water Board.

The Executive Officer and the Assistant Executive Officer are charged with the responsibility for carrying out the Regional Water Board's task of protecting, preserving and enhancing the many uses of water, including the needs of industry, agriculture, municipalities, public and private districts and the environment in the regional area.

Decisions by the State Water Board and Regional Water Board may impact water quality and water pollution control, waste discharge permits/requirements, water quality certifications, surveillance monitoring and enforcement activities, groundwater remediation projects and land disposal/site investigations which often become sensitive and controversial for the region.

The consequences of the Assistant Executive Officer's role in policy-making or implementation are enormous. Under the direction of the Executive Officer, the Assistant Executive Officer is responsible for providing direction to Regional Water Board staff in the interpretation and implementation of statewide Policies and Regional Water Board policies and direction.

The Assistant Executive Officer has the critical role of ensuring that policy-level direction from the State Water Board and the Regional Water Board is correctly interpreted and implemented in conformance with the intent of the upper level policy-makers. Because the Assistant Executive Officer acts independently of the Executive Officer in enforcement matters, the Assistant Executive Officer has primary responsibility for ensuring effective implementation of the State Water Board's Enforcement Policy and in ensuring that the Region's enforcement actions are consistent with others statewide.

The Assistant Executive Officer also plays a critical role in regional-level policy development in support of the efforts of the Executive Officer. The Assistant Executive Officer is the most senior-level staff manager responsible for all facets of Regional Water Board staff activities.

C. ROLE IN POLICY INFLUENCE (continued)

13. What is the CEA position's scope and nature of decision-making authority?

In the absence of the Executive Officer, the Assistant Executive Officer acts with the full authority delegated from the Regional Water Board to the Executive Officer. The Assistant Executive Officer must have independent capability to act in a manner that provides a seamless transition from the Executive Officer, for the purposes of carrying out and enhancing the mission of the Regional Water Board. The Assistant Executive Officer must interact with and effectively function with senior policy-level representatives of local, regional, statewide and federal government jurisdictions, environmental and other stakeholder groups, the State Water Board, Regional Water Board staff and the Regional Water Board itself. This is critical to the role of the Assistant Executive Officer.

14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?

Under the administrative direction of the Executive Officer, Regional Water Board, the Assistant Executive Officer serves as the principal consultant, policy advisor/maker and technical expert on policy direction of the Regional Water Board for formulating and directing the regional water quality control program. The Assistant Executive Officer will assist in setting priorities for implementing the delegation authorized by the Regional Water Board. The Assistant Executive Officer will assist in direct decision-making responsibilities and influence on the development and adoption of long-range plans of department and statewide policies pertaining to water quality and water pollution control, issues waste discharge permits/requirements and water quality certifications, conduct surveillance monitoring and enforcement activities and oversee groundwater remediation projects and land disposal/site investigations. The Assistant Executive Officer will assist implementing region-wide policy development and program coordination with other local, state and federal jurisdictions, the eight other Regional Water Boards, the State Water Board and the California Environmental Protection Agency (Cal/EPA). The position will also assist in completing the responsibility of the Regional Water Board office in planning, developing, implementing, evaluating and providing management direction and setting policy to meet the departmental mission. The Regional Water Board develops and enforces water quality objectives and implementation plans that will best protect the beneficial uses of the region's waters, recognizing local differences in climate, topography, geology and hydrology and the Assistant Executive Officer ensures the policies developed by the Regional Water Board are implemented. The task of protecting and enforcing the many uses of water, including the needs of industry, municipal districts, and the environment is an ongoing challenge of which the Assistant Executive Officer will be involved in overseeing, developing, interpreting and implementing policy affecting the Regional Water Board, the eight other Regional Water Boards and the State Water Board.