



State of California – The California Natural Resources Agency  
Department of Water Resources  
California Water Commission



California  
WATER COMMISSION

**EXECUTIVE OFFICER, CALIFORNIA WATER COMMISSION**  
**\$9,950 - \$11,082 per month**

**Exempt Appointment**

**Final Filing Date: March 27, 2015**

**POSITION DESCRIPTION**

The California Water Commission is seeking a leader with a solid breadth of administrative and organizational management expertise, and knowledge of California water policy issues to become the new Executive Officer. Pursuant to Water Code section 163, the Executive Officer serves at the will of the California Water Commission as the primary liaison to the nine-member Commission, representing the Commission on statewide issues, directing Commission staff and work activities, and ensuring the success of the Commission in fulfilling its mission. The Commission provides a public forum for discussing water issues, advises the Department of Water Resources (DWR), and takes appropriate statutory actions to further the development of policies that support integrated and sustainable water resource management and a healthy environment. Statutory duties include advising the Director of DWR, approving rules and regulations, and monitoring and reporting on the construction and operation of the State Water Project.

The Executive Officer is responsible for carrying out the policies of the Commission and for planning, organizing and directing Commission activities. The Executive Officer maintains and enforces the overall policies established by the Commission under the authority of Water Code sections 150 et seq.

Water bond (Proposition 1), passed by voters in November 2014, directs the Commission to develop tools and methods to quantify the public benefits of water storage projects by December 2016. The Commission will then select projects through a competitive public process and allocate \$2.7 billion in funding for the public benefits of these projects. The Commission will also play a key role in the implementation of the Groundwater Sustainability Act which was signed into law in 2014, and implementation of the California Water Action Plan.

Under direction of the Commission, the Executive Officer will have a wide variety of roles and responsibilities, including (but not limited to) the following:

- Functions as principal spokesperson for the Commission in its relations with the public, stakeholders, other public agencies, and the media. Makes speeches and presentations on behalf of the Commission. Responds to media contacts.
- Meets and confers with stakeholders, professional associations, top-level management of other state, federal and local governmental agencies to identify and resolve issues relating to Commission activities.
- Oversees the development, implementation and evaluation of the full range of Commission policies, procedures and functions. Oversees the research and analysis of issues affecting the Commission. Develops annual and monthly work plans for Commission activities. Examines issues and developments in water policy; makes recommendations to the Commission for their consideration. Implements all actions and decisions of the Commission.

- Oversee all activities related to Proposition 1 implementation, including policy development of the competitive public process and selection of projects for the allocation of \$2.7 billion in funding.
- As Executive Officer, has delegated responsibility for prudent oversight and management of the Commission's resources, including staffing, development of program budgets, tracking revenue and expenditures, and management of Commission records.

## **DESIRABLE QUALIFICATIONS**

The new Executive Officer must be a highly competent and experienced professional with a demonstrated track record of successful managerial and policy accomplishments.

Qualified candidates will be expected to work well within the political environment, possess a high level of integrity, and be inclusive, transparent, and engaging.

A Bachelor's degree is expected and a Master's degree in public policy, administration, political science, engineering or the environmental sciences is preferred.

In addition to the previously stated requirements, the Commission wishes to attract individuals who also possess the following knowledge, characteristics, and competencies:

- Administrative experience; including, but not limited to the ability to prepare, understand and work with a government budget, develop regulations, rulemaking, policy development and implementation.
- Experience as a manager with responsibility for development, execution, and evaluation of major programs, policies, and staff development.
- Experience working with and/or in taking direction from a commission, board or committee.
- Knowledge of water policy issues, opportunities, and challenges facing California.
- Demonstrated ability to work within an organizational or governmental structure.
- A consultative approach to problem solving and the ability to facilitate coalition building.
- Possesses a high level of initiative, dependability, tact, sound judgment, and adaptability.
- Maintains high ethical standards and is a person of exceptional character who naturally earns the confidence and trust of others.
- Is outgoing, has excellent communication skills, and is able to work effectively with diverse groups of people.

## **CONDITIONS OF EMPLOYMENT**

The Executive Officer, California Water Commission is appointed by the Governor and is an "Exempt" position; therefore, appointment to this position and salary are subject to Governor's Office approval.

## **COMPENSATION AND BENEFITS**

Salary Range: \$9,950 - \$11,082

Benefits: Medical, dental, vision, life insurance, retirement program under the California Public Employees' Retirement System (CalPERS), vacation and sick leave or annual leave, and 11 holidays observed annually.

## **HOW TO APPLY**

Qualified persons must complete a State application (Std. 678), a resume, and a one-page Statement of Qualifications (the SOQ is a separate typed document in Arial 12 pt. font (1 page maximum) which addresses the candidate's knowledge, skills, experience, and education as it relates to the qualifications listed in the Job Description) for submittal to:

Department of Water Resources  
Attention: Linda Scherr  
1416 Ninth Street, Room 1115-8  
Sacramento, California 95814

The application, resume and the Statement of Qualifications must be received by the final filing date, March 27, 2015. Applications must have an original signature. Faxed or emailed applications will not be accepted for any reason. It is the personal responsibility of each candidate to submit their application materials within the timeframe and in the manner specified on this announcement.

For further information regarding this position, please contact Linda Scherr at (916) 653-5872 or via email at [Linda.Scherr@water.ca.gov](mailto:Linda.Scherr@water.ca.gov).

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IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. 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.

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THE DEPARTMENT OF WATER RESOURCES IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF RACE, 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.

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