

DUTY STATEMENT

305 (1/76)

ORGANIZATION (DIVISION/REGION/BOARD) Central Coast Water Board	UNIT 130	POSITION # 130-0765-007	DATE 5/25/2018
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Senior Environmental Scientist (Specialist)		PROPOSED CLASSIFICATION (IF APPLICABLE) same	
NAME OF SUPERVISOR Christopher Rose			
CURRENT CLASSIFICATION OF SUPERVISOR Environmental Program Manager I		REVIEWED AND APPROVED BY SIGNATURE	
SUPERVISION EXERCISED (IF APPLICABLE)			
1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.			
% OF TIME	DUTIES		
	<p>Under the general supervision of the Environmental Program Manager I, the incumbent will assist in the coordination of Irrigated Lands Regulatory Program (ILRP) order development; coordinate, oversee and complete tasks associated with of ILRP third party activities, ILRP enforcement and ILRP order implementation. 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. Specific responsibilities, include the following:</p>		
35%	<p>Plan, coordinate, oversee and complete tasks related to ILRP order development and implementation. Development work includes assisting in project planning, scheduling, conducting meetings, coordinating and implementing action items; developing third party expectations and documentation; analysis and permit language development consistent with applicable policies such as NPS and Antidegradation; overseeing, coordinating and developing CEQA related tasks and permit language. Implementation work includes coordination between surface water and groundwater related permit requirements, including development and implementation of actions related to loading; development and coordination of implementation and reporting protocols.</p>		
30%	<p>ILRP Third Party Receiving Water Coordinator. Third party development that informs program priorities; oversight, management, and implementation of third parties. Includes MRP and QAPP development; compliance assessment, tracking deliverables including uploads to CEDEN; report and exceedances review; data analysis; internal and external follow-up tasks and coordination.</p>		
20%	<p>ILRP Enforcement Coordinator: Coordinate, manage and implement enforcement of ILRP orders. Includes developing, prioritizing, planning and conducting enforcement activities consistent with ILRP goals; developing cases and corresponding documentation; developing recommendations; lead role in resolving enforcement cases. ILRP Inspection Coordinator: Coordinate, manage and implement inspections of regulated facilities. Includes developing, planning, overseeing and conducting inspection activities of regulated ILRP facilities.</p>		
10%	<p>ILRP Program Data Management Lead: Planning, prioritizing and implementing business rules consistent with program goals and operational measures. Develop business rules, participate in statewide discussions pertaining to ILRP information management. Lead role in development of program operational measures and tracking performance.</p>		
5%	<p>Duties not described above, but within the range of knowledge and abilities expected of a Senior Environmental Scientist Specialist may sometimes be assigned. These assignments may be made for either organizational need or individual development.</p>		