

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Financial Assistance	UNIT 550	POSITION # 0762-xxx	DATE June 2020
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Associate State Archeologist		PROPOSED CLASSIFICATION (IF APPLICABLE) Environmental Scientist	
NAME OF SUPERVISOR Wendy Pierce			
CURRENT CLASSIFICATION OF SUPERVISOR Senior Environmental Scientist (Supervisor)		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		
45%	<p>The Water Boards' value diversity at all levels of the organization and are committed to fostering an environment in which employees from a variety of backgrounds, cultures and personal experience are welcomed and can thrive. We believe the diversity of our employees and their unique ideas inspire innovative solutions to further our mission to preserve, enhance and restore the quality of California's water resources.</p> <p>Under close supervision of the Special Project Review Unit Senior Environmental Scientist and 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 customers input when completing work assignments. Specific responsibilities include:</p> <p>Serves as one of the Division's Cultural Resources Specialists (CRS). Using sound scientific judgment, provides technical and administrative review of historic properties identification reports (HPIRs) submitted by applicants for the Clean Water and Drinking Water State Revolving Funds & other State Water Board funded programs to ensure projects' cultural resources documents are adequate and complete to sufficiently address the National Historic Preservation Act, Section 106 (Section 106) requirements. Works with applicants and project managers to correct report deficiencies. Works cooperatively with the consulting parties to ensure compliance with Section 106 and other pertinent federal laws and regulations. Delineates the area of potential effect (APE), as defined by 36 Code of Federal Regulations Part 800, ensures adequate identification of historic properties within the APE, and makes draft findings of effect in coordination with the applicants/consultants and project managers. Drafts consultation letters to the State Historic Preservation Officer (SHPO), Native American tribes, and consulting parties for Section 106 compliance. Coordinates as necessary with the SHPO, applicants/consultants, Native American tribes, state/federal agencies and other interested parties to prepare and execute Research Designs, Monitoring and Discovery Plans, Memoranda of Agreement (MOAs), and Historic Properties Treatment Plans related to resolution of adverse effects to historic properties consistent with Section 106 requirements. Provides oversight to ensure compliance with MOAs/HPTPs</p>		

	during project construction.
25%	Assists in the review of environmental documents submitted by applicants/consultants for California Environmental Quality Act (CEQA) compliance. Drafts project notification letters to tribes pursuant to CEQA. Participates in consultations with Native American tribes on the State Water Board's Assembly Bill 52 list. Drafts and edits cultural and tribal cultural resources sections of CEQA documents when the State Water Board is the CEQA Lead Agency. Tracks tribal consultation with communication logs for projects. Develops mitigation measures to avoid or minimize potential impacts to historical archaeological, and tribal cultural resources. Applies scientific knowledge to assess the effectiveness of best management practices associated with protecting and preserving historical, archaeological, and tribal cultural resources. Works cooperatively with and is responsive to government agencies and the Native American tribes in determining the need for additional studies and/or mitigation measures to ensure compliance with CEQA and the Division's requirements. Provides professional guidance to applicants/consultants on compliance with laws and regulations regarding historical, archaeological, and tribal cultural resources pursuant to CEQA.
15%	Conducts pre-field research such as creating Geographic Information System maps, orders record searches from the California Historical Resources Information System, requests Sacred lands File Searches from the Native American Heritage Commission, and conducts Native American tribal outreach. Evaluates potential historical resources/historic properties for listing on the California Register of Historical Resources and National Register of Historic Places and assesses projects' potential impacts/effects on those properties. Writes quality project HPIRs and Supplemental HPIR's to support CEQA and Section 106 findings.
5%	Briefs the State Water Board staff and management and makes presentations to the State Water Board and the public. Attends meetings related to environmental project review for an array of drinking water and water quality projects. Attends trainings, follows the Division's environmental review procedures, provides assistance to the Division staff and organizes and maintains the Environmental Section's filing system, library, and database.
5%	Conducts day and overnight travel to project sites and meetings, performs field visits to confirm project compliance with environmental conditions, as necessary. Performs field surveys and limited sub-surface testing, records cultural resources encountered during surveys to support preparation of HPIRs.
5%	Performs other assigned duties as required.
	Employee Signature: _____ Date Signed: _____