

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) San Francisco Bay RWQCB	UNIT 120	POSITION # 0764-xxx	DATE 03/01/21
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NAME OF EMPLOYEE (IF APPLICABLE)
VACANT

CURRENT CLASSIFICATION Senior Engineering Geologist	PROPOSED CLASSIFICATION (IF APPLICABLE) Senior Environmental Scientist (Supervisory)
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NAME OF SUPERVISOR
Xavier Fernandez

CURRENT CLASSIFICATION OF SUPERVISOR Environmental Program Manager I	REVIEWED AND APPROVED BY SIGNATURE
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SUPERVISION EXERCISED (IF APPLICABLE)

1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
3	Engineering Geologist		
1	Water Resource Control Engineer		

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>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 the general supervision of an Environmental Program Manager I 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 customer input when completing work assignments. Specific responsibilities include:</p>
45%	<p>Oversee and support the Irrigated Lands, Cannabis, 319(h) Grant and Confined Animal Facility Regulatory Programs (henceforth collectively referred to as Agricultural Lands Programs Section). Specifically, supervise, plan, organize, and direct the work of the section, including preparing individual and programmatic work plans, providing day-to-day guidance, reviewing completed work, participating in meetings with stakeholders, and preparing enforcement items or individual WDRs for Board action. Ensure work products are completed in a timely manner. Provide oversight of staff implementing regulatory programs. Provide technical expertise on the scientific fields of soil science, range management, and riparian ecosystem functions and values.</p>
25%	<p>Oversee the development and implementation of an overall work plan for the Agricultural Lands Programs, including an inspection and complaint response strategy, a report tracking and review process, and 319(h) grant development and management plan.</p>
10%	<p>Represent the Regional Board on statewide and regional issues and coordinate the Region's activities with the State Water Resources Control Board, United States EPA, dischargers, and other regions. Participate in the Irrigated Lands, Cannabis, Nonpoint Source, and 319(h) grant Roundtables and other statewide program forums.</p>
10%	<p>Represent the Regional Board before the general public, special interest groups, technical committees, and governmental agencies in regards to the regulation, enforcement, and compliance of activities associated with the Agricultural Lands Programs. Respond to public inquiries. Participate in regional conferences and statewide roundtables.</p>

5%	Perform administrative and supervisory work associated with this position including hiring of new staff, conducting performance evaluations, and oversight of time tracking and output reporting.
5%	Other duties as required.
<p>Employee Signature: _____ Date Signed: _____</p>	