

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Water Quality	UNIT Wetlands Permitting and Planning	POSITION # 880-250-0762-015	DATE
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NAME OF EMPLOYEE (IF APPLICABLE)
VACANT

CURRENT CLASSIFICATION Environmental Scientist	PROPOSED CLASSIFICATION (IF APPLICABLE)
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NAME OF SUPERVISOR
Beth Payne

CURRENT CLASSIFICATION OF SUPERVISOR Senior Environmental Scientist	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

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 values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission 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. Join the Water Boards to improve the lives of all Californians.</p> <p>Under the close supervision of a 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 customer input when completing work assignments. Specific responsibilities include:</p>
25%	Develop general orders, policy, and implementation guidance as directed by management to further program objectives. Prepare technical and policy documents, brief board members and conduct public outreach on such orders, policy, and guidance.
20%	Using scientific methods and principles, and in accordance with Water Board plans, policies and procedures, perform tasks necessary to regulate dredge and fill discharges to state waters. Review applications for dredge or fill permits for accuracy, completeness, and consistency with statutory, regulatory, and other policy requirements. Work cooperatively with applicants to obtain a complete permit application in a timely manner. Develop enforceable permits or certifications for dredge and fill activities to ensure projects will not exceed water quality objectives and will be implemented in accordance with relevant state and federal requirements.

20%	Analyze proposed projects to determine impacts to aquatic resources and beneficial uses and work with project proponents and stakeholders to avoid, minimize and mitigate for those impacts consistent with Water Board policies and procedures. Develop, review, and provide written comments on environmental documents (e.g., CEQA/NEPA documents, wetland delineations, biological assessments). Analyze complex scientific data for technical accuracy in environmental documents; ensure legal and procedural adequacy of environmental documents; and make recommendations to management or the State Water Board regarding project approval, CEQA compliance, selection of alternatives, and the applicability of mitigation measures. Use geographic information systems and data analysis in support of environmental analyses and permit requirements
15%	Analyze, manage, and report program information. Create and maintain electronic permitting records by entering all required data into Division databases consistent with internal procedures. Perform or assist with quality assurance/quality control tasks for program data. Develop and implement program performance measures and report on progress by summarizing relevant data. Assist with development and implementation of online tools to facilitate permit application, processing, and reporting.
10%	Perform administrative work, including maintaining internal and external program web pages, and related program informational sites. Write draft and final reports, prepare technical correspondence, and provide technical guidance to Regional Water Board staff. Participate in roundtable meetings with state and Regional Water Board staff.
5%	Review submitted reports and conduct field inspections to determine compliance with project permits. Working with management and the Office of Enforcement, develop and implement enforcement actions.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	