

PROPOSED

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Region 2, SF Bay		UNIT Agricultural Lands Program	POSITION # 120-0762-008	DATE
NAME OF EMPLOYEE (IF APPLICABLE) VACANT				
CURRENT CLASSIFICATION Environmental Scientist		PROPOSED CLASSIFICATION (IF APPLICABLE) N/A		
NAME OF SUPERVISOR Laurie Taul				
CURRENT CLASSIFICATION OF SUPERVISOR Senior Environmental Scientist (Supervisory)		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	
	N/A		N/A	
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 (Supervisory) in the Planning and TMDL Division, as a member of the Agricultural Lands Program (ALPs) team 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.</p> <p>Working under established Board policies and guidelines, the incumbent assists in the performance of professional scientific and technical work related to the Board's water quality programs. Specific duties include:</p>			
45%	<p>Administer the Confined Animal Facilities (CAF) Program to: update and maintain program permits (waste discharge requirements), from public draft through Board adoption phases; prepare program status reports and maintain records of inspections, discharger submittals, correspondence, enforcement actions, and statewide databases for reporting and tracking compliance; review waste management plans, nutrient management plans, monitoring reports and other discharger submittals to assess compliance with permit requirements; develop and conduct an inspection plan that monitors compliance with permit requirements and assess effectiveness of pollution prevention measures, while also integrating the ALPs team goals and priorities; conduct enforcement activities such as, investigations, writing violation letters and reports, collecting water samples and photo evidence, coordinating with partner</p>			

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	agencies, and working cross-divisionally with the Enforcement Unit; work with enrollees and stakeholders to establish and implement sub-watershed surface water monitoring programs; conduct public outreach and education for enrollment and compliance, coordinating with state and local assistance organizations when appropriate; participate in regional and statewide confined animal program coordination, program implementation, and related meetings as necessary, including the statewide CAF roundtable, the Sonoma Farm Bureau's Animal Resource Management Committee, CA Dairy Quality Assurance Program partner meetings, and coordination with the Point Reyes National Seashore. Provide regulatory information regarding Water Board programs, policies, and permitting requirements; and coordinate with ALPs team and cross-divisionally for field response to complaints and spills, including acting as a technical consultant to other staff regarding confined animal facility management and regulation.
35%	Administer Clean Water Act 319(h) non-point source (NPS) grants by assisting applicants with the development of grant project proposals; reviewing complex statewide grant applications; preparing technical memoranda and correspondence; managing 2-3 grant projects by reviewing invoices, scientific studies, reports, budgets, and designs; participating on Technical Advisory Committees, and tracking progress.
10%	Support Vineyard, Grazing and Cannabis programs by collaborating with the team on priority watershed-scale water quality issues and improvement plans; assisting with field work including inspections, water sample collection, data analysis, and follow-up actions; and participating in program education and outreach when needed.
5%	Attend internal trainings and staff meetings. Complete job-related and required training.
5%	Other duties as required.
Employee Signature: _____ Date Signed: _____	

Revised: 7/9/2021