

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD)	UNIT	POSITION #	DATE
Region 3	Cannabis/NPDES	880-130-4871-903	
NAME OF EMPLOYEE (IF APPLICABLE)			
CURRENT CLASSIFICATION		PROPOSED CLASSIFICATION (IF APPLICABLE)	
Student Assistant (Engineering and Architectural Science)			
NAME OF SUPERVISOR			
Arwen Wyatt-Mair			
CURRENT CLASSIFICATION OF SUPERVISOR		REVIEWED AND APPROVED BY SIGNATURE	
Senior Water Resources Control Engineer			
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		
	Under close supervision of a Senior Water Resources Control Engineer 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:		
30%	Assist staff with waste discharge requirements (WDRs) and National Pollutant System Discharge Elimination System (NPDES) permit applications, permit development, as well as monitoring and technical report reviews. Work includes preparing agency correspondence. The review process includes tracking the receipt of reports in databases (using Access, Excel, CIWQS [State Water Resources Control Board's California Integrated Water Quality System], GeoTracker).		
30%	Assist staff with comparing technical data with US EPA standards and Basin Plan guidelines using the databases from self-monitoring programs. Incumbent will use this the technical data to assist the Enforcement Unit in preparing documentation and correspondence associated with potential permit non-compliance issues.		
25%	Track receipt of electronic self-monitoring reports and enter monthly, quarterly, semi-annual, and annual violations into the CIWQS database. Enter information regarding WDRs NPDES permits into the CIWQS and GeoTracker databases. Make documents comply with Water Board accessibility standards.		
10%	Assist in preparing Board presentations and assist staff with WDR and NPDES permits.		
5%	Other duties as required.		

Employee Signature: _____ Date Signed: _____