

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) North Coast Regional Water Quality Control Board	UNIT Northern Nonpoint Source & 401 Certification Unit	POSITION # 880-110-0762-046	DATE November 30, 2021
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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
Ryan Bey

CURRENT CLASSIFICATION OF SUPERVISOR Senior Environmental Scientist (Supervisory)	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
NA	NA	NA	NA

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
40%	<p>Under the close supervision of the Senior Environmental Scientist (Supervisory) 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> <p>Review proposed projects that may affect waters of the State to ensure compliance with the requirements of the Water Quality Control Plan for the North Coast Region (Basin Plan), the Porter-Cologne Water Quality Control Act, the Federal Clean Water Act, and the California Environmental Quality Act (CEQA). Prepare Clean Water Action Section 401 water quality certifications and/or waste discharge requirements (WDRs) for project compliance with all regulatory requirements. Develop permits for a range of different project types, including but not limited to: construction, development, grading, utility corridor maintenance, stream crossing installation/upgrade/removal, road construction, aggregate mining, aquatic habitat restoration, invasive species removal, riparian zone enhancement, ocean/bay dredging, wildfire impacted debris removal oversight, and enforcement requirements. Using scientific analytical methods, research and analyze project information to assess discharge impacts on water quality in order to develop effective permit requirements. Evaluate and comment on low impact development/stormwater treatment proposals. Implement the goals of the Policy in Support of Restoration in the North Coast Region. Coordinate with Federal, State and local agencies as needed. Support information management through electronic record-keeping of dredge and fill impacts, mitigation requirements, compliance and other information, within the appropriate data bases. Maintain all pertinent records. Evaluate and execute the Program's regulatory program to protect and enhance water quality. Required to travel remote locations and travers uneven surfaces under all weather conditions that may exceed 8 hours per day. Might be required to transport and operate an all-terrain vehicle (ATV) or participate in aerial reconnaissance activities via helicopter.</p>

30%	<p>Apply scientific methods and principles to site inspections and field investigations. Conduct site investigations: evaluate the effectiveness of project design measures and construction best management practices (BMPs) for water quality protection, including erosion and sediment control, wetland and riparian area site protection, and endangered species protection. Conduct field investigations: review and evaluate project environmental studies and mitigation and monitoring plans. Perform various field tasks: observe construction practices, evaluate BMPs, apply scientific wetland and stream assessment methods and delineation verification at impact site and mitigation sites to verify that lost functions are replaced, collect samples of runoff, water, soil and waste contaminated with pollutants, including toxic or hazardous materials. Support assorted agricultural programs as needed both in the office and in the field.</p>
15%	<p>Review complaints from the public or other agencies and conduct follow up actions to address threatened or existing nonpoint source pollution sources. Coordinate with Regional Board Enforcement Unit to assure appropriate action is taken. Outreach to landowners, complainants, agencies, or other stakeholders. Coordinate and participate in field inspections; complete field inspection documentation and write reports; develop notices of violation, and progressive enforcement actions.</p>
10%	<p>Participate and communicate effectively on various technical and interagency committees, including those directly related to permitting activities and those related to broader programmatic permitting issues and research. Prepare effective presentation materials and make logical, comprehensible, and convincing written and oral presentations at public hearings and other meetings as required. Represent the Regional Water Board policies before the general public, special interest groups, technical committees, and governmental agencies in the review of the 401 Water Quality Certification and/or waste discharge permit projects, and in review of other related projects as appropriate. Represent the Regional Water Board policies before the general public, special interest groups, technical committees, and governmental agencies in the review of projects. Act in a unit lead capacity as necessary to fulfill the unit's responsibilities to the office management and administrative staff with respect to providing timely responses to internal and external customers.</p>
5%	<p>Perform other duties as required.</p>
<p>Employee Signature: _____ Date Signed: _____</p>	