

# DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) CRWQCB – Colorado River Basin Region - 7	UNIT 170	POSITION # 880-170-0764-004	DATE December 2021
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Senior Environmental Scientist (Sup)		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Cassandra Owens			
CURRENT CLASSIFICATION OF SUPERVISOR Supervising Engineering Geologist		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
4	Environmental Scientist	1	Engineering Geologist
3	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		
45%	<p>Under the general direction of a Supervising Engineering Geologist 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>Supervises, manages, trains, and assists unit staff in implementing all Regional Board's Regulatory duties related to the Region's Non-point Source, Irrigated Lands Regulatory, Total Maximum Daily Load (TMDL), and Basin Planning Programs; supervises development of TMDLs, orders to control water quality impacts from agricultural runoff, and Basin Plan Amendments for surface waters; supervises and guides Program staff in the following areas: reviewing and preparing technical reports and CEQA documents in support of TMDLs, Basin Plan amendments, and Board orders (e.g., Waste Discharger Requirements); preparing formal and informal enforcement actions against dischargers who fail to meet TMDLs, WDRs, and Basin Plan standards; preparing technical reports on investigations, including but not limited to site inspections, surface water quality monitoring, review of monitoring reports; preparing and updating the Region's CWA Sec. 303(d) List and Integrated Report.</p>		
25%	<p>Provides supervision, coaching, periodic feedback and where necessary progressive discipline for direct charge staff.; conducts routine meetings with staff and keeps supervisor and management informed of pending issues.</p>		
15%	<p>Oversees office-wide public engagement and participation for economically disadvantaged communities, and outreach and education support for the Natural Resources Agency's Salton Sea Management Program; and represents the Regional Water Board at the TMDL, Basin Planning, Non-point Source, and Irrigated Lands Regulatory programs roundtables. Provides regulatory TMDL and NPS guidance to the Natural Resources Agency as it implements its SSMP.</p>		

10%

Prepares and presents Program performance reports for Management and Regional Water Board; represents the Board at meetings related to the above-listed programs; makes presentations at the Board Meetings.

5%

Perform other duties not described above as assigned.

Employee Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_