

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) CRWQCB 7, Palm Desert	UNIT 170	POSITION # 880-170-3846-047	DATE January 2021
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Water Resource Control Engineer		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Vacant			
CURRENT CLASSIFICATION OF SUPERVISOR Senior Environmental Scientist (Sup)		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
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 the direction of a Senior Environmental Scientist (Supervisor) 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:		
40%	Generates technically sound products in required timeframes to support Basin Plan amendments and Triennial Reviews of the Basin Plan. Subtasks include: Conducts complex scientific investigations and policy analysis on issues of major importance to the Regional Board and the State Board. Identifies and evaluates regulatory alternatives that meet legal requirements and achieve desired outcomes. Vets alternatives with multiple interested parties (permittees, NGOs, USEPA, other state agencies). Conducts peer and public reviews and responds to comments and inquires on the amendments and Triennial Reviews. Presents amendments, Triennial Reviews, alternatives and recommendations to the Regional Board and State Board for consideration and approval.		
20%	Advises the regional Surface Water Ambient Monitoring Program (SWAMP) on the monitoring needs of the Basin Plan amendments, TMDLs, Integrated Report and 303(d) List. Provides technical expertise to Regional Board staff on basin planning issues and the Basin Plan Amendment process to facilitate TMDL development and implementation. Organizes and participates in Basin Planning, Integrated Report, Environmental Justice and Tribal roundtables, meetings and public workshops. Gives oral presentations before the Board, other agencies and groups. Prepares technical correspondence and reports, reports on progress, maintains files, attends meetings, and responds to public inquiries. Other duties as required.		
20%	Records and responds appropriately to complaints by citizens and other governmental agencies about activities allegedly creating either nuisance or pollution, or general requests for program information. Responds to telephone and written inquiries, prepares and participates in public activities as a representative of the Regional Board and develop rain inspection plan.		
15%	Participates in meetings with engineers and technical staff, other agencies, local governments and consulting firms as the representative from the Board. Uses		

5%	<p>communication skills, and engineering knowledge and judgment to clarify and/or interpret Board policy, water quality standards, and Board objectives. Presents staff oral reports to the Board or other governing or regulatory boards and the public as directed. Prepares maps, graphs, and other visual aids for presentations as appropriate.</p> <p>Performs other assigned duties as assigned.</p> <p>Employee Signature: _____ Date Signed: _____</p>
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