

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Office of Research, Planning and Performance	UNIT Emergency Management Program	POSITION # 880-240-3846-094	DATE December 13, 2021
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Water Resource Control Engineer		PROPOSED CLASSIFICATION (IF APPLICABLE) NA	
NAME OF SUPERVISOR Sarah Ries			
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
0		0	
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		
30%	<p>Under the close supervision of a 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.</p> <p>As a member of the Water Boards' Emergency Management Program (EMP), the incumbent helps to provide agency-wide oversight, coordination, training, and technical support to improve the Water Boards' preparedness to support, respond, and recover from local, regional, and state-wide emergency events.</p> <p>The incumbent will likely be required to be on-call/standby during off-duty hours. The incumbent may be required to travel and work for extensive periods, including weekends and holidays. At times, duties will likely require working long shifts at hours other than the normal work hours. The work environment will likely vary considerably from the normal work setting and as new emergencies develop. Specific responsibilities include:</p> <p>Coordinate with the nine Regional Water Boards on technical wastewater coordination, oversight, and emergency response needs. Provide agency-wide oversight and technical support to State Water Board's Division of Drinking Water program managers and staff tasked with drinking water system operational duties when emergency operation centers are activated. Perform technical research on wastewater and drinking water systems' operational status. Assist staff with tracking and prioritizing equipment deployment during emergencies. Provide technical assistance to wastewater and drinking water systems developing and/or updating emergency response plans. Provide technical and administrative support to the annual review and update of State and Regional Water Board Emergency Response Plan sections relevant to safe drinking water and technical support provided to water/wastewater entities. Evaluate existing instream flow and water quality information, and provide engineering advice related to wastewater, drinking water, and water supply systems. Provide technical assistance to State Water Board's Division of Financial Assistance staff in their review</p>		

	<p>of the eligibility for funding of wastewater and drinking water project proposals and implementation plans. Provide technical assistance and review wastewater and drinking water project proposals and implementation plans.</p>
25%	<p>Coordinate with other Water Board programs, the Water Boards' Emergency Response Technical Working Group (ERTWG), the California Environmental Protection Agency's (CalEPA) Emergency Response Management Committee (ERMaC), other governmental agencies, nonprofit organizations, and other interested parties. Represent the Water Boards and serve as technical lead at meetings, workshops, and conferences, and public outreach events. Respond to written and verbal inquiries regarding the program's work. Prepare reports to assess the Water Boards' performance (for example, to protect water quality during and after emergency events). Prepare and review informational materials, presentations, and briefings for internal and public emergency response coordinating meetings, public outreach, and social media. Help develop and implement processes and procedures to expand information sharing and cross-training of technical experts. Conduct and manage public outreach. Serve as a technical expert and/or Agency Representative in the Incident Command System (ICS) and Standardized Emergency Management System (SEMS). Conduct other emergency response activities consistent with ICS and SEMS roles and responsibilities.</p>
20%	<p>Consult on emergency response planning, procedures, and priorities for Water Boards' staff. Develop and review policies, plans, procedures, technical documents, guidance materials, and other resources related to emergency response planning and response activities. Perform legislative and policy analyses of issues related to emergencies. Assist and support State and Regional Board program staff developing and implementing action plans as well as monitoring and assessment projects. Perform administrative duties to support agency-wide emergency planning and response activities.</p>
10%	<p>Review and update state emergency plans as they relate to the Water Boards' Emergency Support Function (ESF) responsibilities. Provide technical and administrative support for reviews and updates of Divisional and Regional Emergency Response Plans. Provide technical and administrative support of regional and programmatic emergency planning, response, and recovery activities. Develop After-Action/Corrective action activities including, scheduling, and conducting After-Action meetings, drafting and finalizing After-Actions Reports, and evaluating the Water Boards' response function capabilities to determine gaps and follow-up with corrective action and next step recommendations.</p>
10%	<p>Support the development of training resources and coordinate training exercises. Facilitate development of management and analysis tools to assist regional emergency response operational teams and additional data and information products to support decision-making and planning.</p>
5%	<p>Perform other duties as required.</p>
	<p>Employee Signature: _____ Date Signed: _____</p>