

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Lahontan Water Board	UNIT Non-Point Source	POSITION # 880-160-1931-903	DATE 02/11/2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Scientific Aid		PROPOSED CLASSIFICATION (IF APPLICABLE) Scientific Aid	
NAME OF SUPERVISOR Mary Fiore-Wagner			
CURRENT CLASSIFICATION OF SUPERVISOR Sr. Environmental Scientist - Supervisor		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 direct supervision 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:		
25%	Assist with technical, regulatory, and administrative procedures related to review of project environmental disclosure and permitting documents to screen for potential water quality impacts and permitting needs to comply with the Water Board’s mandates.		
25%	Conduct preliminary review of Self-Monitoring Reports for permitted facilities, upload documents into appropriate public databases, organize and file project documents, and prepare files for file review requests.		
20%	Assist with the collection, transport, preparation, and analysis of soil and water samples. Properly document field observations, and label and track samples. Assist with organization and cleaning of laboratory supplies and dishware. Field work is part of the duties for this position.		
15%	Compile, verify, and organize scientific data from water quality investigations and implementation and effectiveness monitoring reports.		
10%	Prepare maps to assist technical staff in analyzing evaluating land-use and water quality data. Develop narrative summaries of findings and board agenda items. Prepare material for technical staff to attend watershed stakeholder meetings and events. Assist with preparation of outreach material to local citizen groups and partner agency.		
5%	Perform other duties as required.		
	Employee Signature: _____ Date Signed: _____		