

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Office of Enforcement	UNIT Fraud, Waste and Abuse Prevention Unit	POSITION # 880-260-3846-013	DATE August 2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Water Resource Control Engineer		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Amantha Henkel			
CURRENT CLASSIFICATION OF SUPERVISOR Senior Environmental Scientist		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 close supervision of a Senior Environmental Scientist 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.		
	The incumbent performs independent, varied and complex engineering evaluations, financial research and investigation work in the Office of Enforcement's Fraud, Waste and Abuse Prevention Unit. The incumbent must maintain a high degree of confidentiality, and able to travel statewide, including day and overnight and trips. Specific responsibilities include:		
35%	Use engineering expertise and apply fundamental engineering principles and concepts to perform systematic, intensive investigations to determine if fraudulent activity is being conducted by site owners, consultants and/or contractors against the Underground Storage Tank (UST) Cleanup Fund or other State Water Board financial assistance programs. Perform detailed and confidential investigations include gathering, compiling, editing, and interpreting quantitative data. Review of regulatory, historical records related to environmental site investigations and remediation of contamination from unauthorized releases including petroleum products from USTs. Use water quality control principles in all aspects of waste regulation including, water, soil, and soil vapor. Review engineering plans, specifications, schematics, analytical data, and other engineering documentation related to remediation system construction, operation and maintenance. Based on that analysis, the incumbent will evaluate if those technical activities were invoiced appropriately to the State Water Board.		
25%	Prepare complex written reports detailing the results of the investigations including charts, graphs, descriptive narratives, and exhibits on entities and individuals involved. These reports may be used for cases of fraud and negligence that are referred to the		

	<p>Attorney General's Office, or other prosecutorial agencies for criminal and/or civil prosecution or presented to the State Water Board for administrative enforcement. Analyze data from databases such as GeoTracker and enter information into spreadsheets. Maintain confidential data integrity and tracking as required in enforcement cases.</p>
25%	<p>Act in an independent capacity to conduct field investigations including surveillance of work performed onsite, confirming installation of equipment required, taking photographs, interviewing witnesses, comparison of witness statements to determine whether any fraud, waste, or abuse has occurred, and enforcement is warranted. Track all complaints from initial receipt to conclusion.</p>
10%	<p>Provide engineering and technical expertise as requested by the Attorney General's Office or other prosecutorial agencies pertaining to the investigation conducted. Prepare for and make logical, comprehensible, and convincing written and oral presentations. May be required to provide depositions, oral testimony and assist law enforcement agencies on search warrants served.</p>
5%	<p>Perform other duties as required.</p>
<p>Employee Signature: _____ Date Signed: _____</p>	