

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Central Valley Water Board Rancho Cordova	UNIT Federal/Private Cleanup & Local Oversite	POSITION # 880-150-1931-903	DATE September 2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Scientific Aid		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Nathan Casebeer			
CURRENT CLASSIFICATION OF SUPERVISOR Senior 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
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 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:		
40%	Perform program support duties for the division. Review and file scientific water quality program reports pertaining to the specific units. Perform data entry of water quality monitoring results into internal spreadsheets and the online GeoTracker database. Copy, scan, and archive scientific documents. Pull scientific water quality reports for public review. Prepare mass informational mailing notices; distribute technical water quality documents; and assist in file inventory and maintenance. Answer phones from the public regarding basic routine scientific related issues.		
20%	Review assigned technical scientific reports such as Site Cleanup case investigation and groundwater quality monitoring reports, extract relevant water quality information, and enter relevant information into geographic information system (GIS) database software and Microsoft Excel spreadsheets for spatial and temporal analysis.		
20%	Assist in the preparation of water quality scientific research projects. Assist in the development of various routine scientific reports, memos, permits and formal and informal enforcement documents using Microsoft Word and Adobe Acrobat to support program Staff oversight in the investigation and remediation of Site Cleanup cases.		
15%	Participate in water quality site inspections and field sampling. Assist in identifying and documenting water quality violations and the development of informal and formal enforcement actions.		

5%

Perform other duties as required.

Employee Signature: _____ Date Signed: _____