

# DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Central Coast Water Board	UNIT Irrigated Lands	POSITION # 880-130-3751-112	DATE 9/19/22
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Senior Engineering Geologist (Supervisor)		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Mary Hamilton			
CURRENT CLASSIFICATION OF SUPERVISOR Environmental Program Manager I		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
1	Water Resource Control Engineer		
2	Environmental Scientist		
2	Engineering Geologist		
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		
35%	<p>Under the general direction of an Environmental Program Manager I 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:</p> <p>Supervise a team of staff to implement current and future orders regulating agricultural discharges, with emphasis on the effective implementation of groundwater evaluation, protection, and monitoring requirements. Oversee activities to evaluate discharge of waste to groundwater and surface water, require pollutant load reduction, and measure progress towards water quality improvement. Tasks include prioritizing work efforts consistent with adopted orders and management direction; workplan development consistent with the priorities; assigning tasks and tracking progress. Areas of oversight include: GeoTracker and other appropriate tracking system functionality, management, administration and oversight; compliance evaluation and follow-up; enforcement actions, including tracking and compilation of documentation necessary for enforcement actions; data assessment, including data compilation and management, identification of significant water quality issues to inform work priorities, characterization of surface and groundwater quality conditions and impacts to beneficial uses, loading and trends, development of reports; third-party coordination and oversight, including work planning development, implementation tracking, compliance evaluation and follow-up; preparation and delivery of technical presentations for the board and a variety of internal and external stakeholders and forums.</p>		
20%	<p>Use technical expertise and supervisory skills to lead and coordinate efforts in the planning, oversight, and implementation of efforts to develop agricultural orders and requirements regulating and monitoring agricultural discharges. Tasks include work plan development and implementation; coordination with lead and technical staff; developing and reviewing regulatory options; providing recommendations to senior</p>		

	<p>management; outreach to internal and external stakeholders; developing components of draft and final orders. Specific tasks include: leading specialized teams in the development of groundwater and surface water monitoring and reporting programs to assess pollutant loading, , pollutant trends, and protection of beneficial uses - especially MUN designated use in disadvantaged communities. Oversee evaluation of groundwater quality, identification of impacted drinking water supplies, notification to users of polluted drinking water wells. Develop and plan regional groundwater monitoring program to assess groundwater quality trends and impacts from loading, including oversight of design development, third-party development and oversight as necessary, coordination with associated efforts such as activities related to the Sustainable Groundwater Management Act, and other relevant efforts.</p>
20%	<p>Responsible for all supervisory duties of staff, including: onboarding, development, training, task development and tracking, conducting individual meetings, performance evaluations. Coordinate with other program managers not in the unit who oversee tasks assigned to the employee's staff, including information exchange necessary for the employee to complete performance evaluations for their staff.</p>
15%	<p>Participate in public meetings, including Regional and State Water Board meetings and hearings. Engage in outreach efforts, including with the regulated community and other interested parties. Prepare and deliver professional, effective public presentations and other outreach activities, as needed or as directed by senior management. Ensure effective information and data sharing with the public and local and state agencies, especially related to impacts to sources of drinking water.</p>
5%	<p>Regularly coordinate internally with other supervisors, program managers and senior management. Actively participate in long-term regional planning and implementation; attend senior meetings and other meetings with supervisor counterparts and senior management.</p>
5%	<p>Attend mandatory training, including that designed for supervisors and implement applicable mandatory practices and protocol. Learn and stay abreast of Water Board policies where applicable to the Irrigated Lands Program. Engage and participate in regional and statewide overlapping efforts, where appropriate.</p>
	<p>Employee Signature: _____ Date Signed: _____</p>