

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) CVWRQCB – Region 5 Redding	UNIT Cannabis, Regulation and Enforcement	POSITION # 880-157-1931-903	DATE September 2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Scientific Aid		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Jason Schroeder			
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:		
45%	Review monitoring reports to determine compliance with applicable Cannabis Policy and Cannabis General Order requirements or other permit requirements; and track monitoring and other technical report submittals. Assist with preparing monitoring report reviews and Notice of Violation letters; and entering violations, inspection reports, technical reports, and monitoring reports into databases (e.g., California Integrated Water Quality System [CIWQS], Electric Content Management [ECM]) with various Excel tracking spreadsheets.		
30%	Assist with preparing formal and informal enforcement documents by collecting and organizing data from various databases and spreadsheets; verify validity of violations and submitted analytical results; and provide technical support for enforcement cases, which may include interpreting aerial photos, researching cleanup goals, reading waste discharge requirements, and checking enrollment status of dischargers. Assist project managers with site inspections and reports as needed.		
20%	Provide technical support, including reviewing and filing various permit-required submittals; compiling files and information in response to public records act requests; and assisting with preparing documents and files for Central Valley Water Board meeting proceedings.		
5%	Perform other duties as required.		

	Employee Signature: _____ Date Signed: _____
--	--