

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Water Quality	UNIT STORMS	POSITION # 880-250-3846-150	DATE NOVEMBER 2022
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Water Resource Control Engineer		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Amanda Magee			
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 close supervision of the Senior Engineering Geologist, Strategy to Optimize Resource Management of Stormwater (STORMS) Unit 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. As part of an interdisciplinary team working with the Regional Water Boards and the regulated communities, and within the expertise of the Water Resource Control Engineer classification, the incumbent shall apply specific engineering knowledge and principles in the completion of the specified duties described below.		
40%	Utilize engineering principles and work as part of a diverse team to develop and implement water quality control plans, policies, permit language, and implementation plans associated with the STORMS mission (promoting stormwater as a resource). May act as lead for specific tasks or projects, including but not limited to estimating stormwater capture and use volume, identifying stormwater capture and use incentives for municipal stormwater permittees, and developing an urban stormwater infiltration policy. Use project management skills to plan, organize, and complete tasks, such as developing project charters, schedules, communication plans, and other documents. Apply engineering principles to support the use of data and science for policy and management decisions and plans. Prepare public notices, presentations, correspondence, complex reports, and briefing documents with policy options and staff recommendations.		
20%	Work with internal and external stakeholders on scientific, policy, technical, economic, and administrative interests related to the STORMS program's mission of promoting stormwater as a resource. Take a lead role in meetings and consultations with internal and external stakeholders, including (but not limited to) Regional Water Boards, executive management, other state agencies, tribes, trade organizations, and public forums related to stormwater management. Review, analyze, and respond to public comments and related stormwater planning documents. Create and deliver public		

	presentations and internal briefings on assigned projects and related topics. Travel to various locations throughout the State to attend meetings or trainings.
20%	Use engineering-specific knowledge and skills to provide technical expertise to other members of the STORMS Unit as requested. Attend and participate in unit and section meetings.
10%	Use engineering specific knowledge and skills to develop and manage various State grants and contracts for stormwater management.
5%	Track legislative updates and prepare analyses for bills pending before the legislature related pertaining to stormwater. Prepare responses to inquiries regarding budget change proposals. Consult with the Water Board's Office of the Chief Counsel and provide advice to staff and management on the preparation of administrative records for review by the Office of Administrative Law.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	