

## DUTY STATEMENT

<b>ORGANIZATION (DIVISION/REGION/BOARD)</b> Central Valley Regional Water Quality Control Board - Region 5	<b>UNIT</b> Non 15 WDR, Permitting/Enf.	<b>POSITION #</b> 880-157-1931-903	<b>DATE</b> November 2022
<b>NAME OF EMPLOYEE (IF APPLICABLE)</b> Vacant			
<b>CURRENT CLASSIFICATION</b> Scientific Aid		<b>PROPOSED CLASSIFICATION (IF APPLICABLE)</b>	
<b>NAME OF SUPERVISOR</b> David Durette			
<b>CURRENT CLASSIFICATION OF SUPERVISOR</b> Senior Water Resource Control Engineer		<b>REVIEWED AND APPROVED BY SIGNATURE</b>	
<b>SUPERVISION EXERCISED (IF APPLICABLE)</b>			
<b>1. DIRECTLY SUPERVISED</b>		<b>2. INDIRECTLY SUPERVISED</b>	
<b>NO. OF EMPLOYEES</b>	<b>CLASS TITLE</b>	<b>NO. OF EMPLOYEES</b>	<b>CLASS TITLE</b>
<b>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.</b>			
<b>% OF TIME</b>	<b>DUTIES</b>		
	Under the direct supervision of a Senior Water Resource Control Engineer 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 Waste Discharge Requirements (WDR) Permit requirements or other permit requirements; track monitoring and other technical report submittals; assist with preparing monitoring report reviews and Notice of Violation letters; enter violations, inspection reports, technical reports, and monitoring reports into databases along 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. Assist project managers with site inspections and reports as needed.		
20%	Provide technical support, including reviewing and filing various permit-required submittals; compile files and information in response to public records act requests; and assist with preparing documents and files for Board meeting proceedings.		
5%	Perform other duties as required.		
Employee Signature: _____ Date Signed: _____			