

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Region 8 – Santa Ana	UNIT Agriculture and Cannabis	POSITION # 880-180-3756-038	DATE
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Engineering Geologist		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Brian M. Covellone			
CURRENT CLASSIFICATION OF SUPERVISOR Senior Engineering Geologist (Supervisor)		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		
30%	<p>Under the close supervision of a Senior Engineering Geologist (Supervisor) of the Agriculture and Cannabis Section and consistent with good customer service practices and the goals of the State and Regional Board’s Strategic Plan, the employee will provide timely responses to internal/external customers, follow through on commitments, and solicit and consider internal/external customer input when completing work assignments. Specific responsibilities include:</p> <p>Implements the Water Boards’ Cannabis Cultivation regulatory program. Responds to requests for information or technical assistance associated with enrolling for coverage under and complying with the Cannabis Cultivation General Order. Applies technical expertise for review of reports and plans with geologic content such as site management, nutrient management, erosion and sediment control, site stabilization, and cleanup and restoration, including work on roads, stream crossings, developed areas, slopes and unstable features, siting and constructing of new ponds, replacing culverts or other constructed stream crossings, controlling erosion, and conveying and dispersing runoff from roads and cleared areas, and process wastewater treatment designs, installation, and permitting. Reviews and enters enrollment and monitoring information and related correspondence in the Water Boards’ electronic tracking and filing systems (CIWQS, GeoTracker, or other). Works with the regulated public to comply with the Water Boards’ Cannabis Cultivation Program.</p>		
30%	<p>Conducts field inspections jointly with local, State or federal agency staff and law enforcement officials at unpermitted and unlicensed sites where wastes, including toxic and/or hazardous materials, are discharged, threatened to discharge, and/or stored. Documents observations related to impacts and/or threatened impacts to water resources, both water quality and quantity, including identification, assessment, and documentation of unstable geologic features and/or unstable conditions associated with site characteristics, site development or onsite operations, with a written report, and accompanying pictures and/or sampling/test results, as applicable. Prepares inspection reports, initiates, and pursues enforcement actions. Maintains records of inspections,</p>		

	<p>dischargers' submittals, communications with dischargers and complainants, notices, enforcement actions, and other related documents in information management systems, according to State and office policies. Reviews aerial imagery and Geographic Information System (GIS) data to identify private properties with evidence of development or use for cannabis cultivation.</p>
15%	<p>Conducts inspections of regulated and enrolled Cannabis Cultivation Program facilities, and facilities enrolled in the following programs under the Agriculture and Cannabis Section: Irrigated Lands and Dairy and Non-Dairy Confined Animal Feeding Operations. Monitors compliance with permit provisions, including implementation of site management plans, waste management plans, and nutrient management plans. Investigates complaints and related discharges of waste. Assesses the effectiveness of controls, including controls related to program management practices. Collects evidence of non-compliance, including photos, video, paper and electronic documentation, and witness statements.</p>
15%	<p>Prepares formal enforcement actions and settlement stipulation orders for adoption by the Regional Board. Prepares related supporting documents, including evidence and presentations. Presents the basis for formal enforcement action and testimony for consideration by the Regional Board.</p>
5%	<p>Provides information to the regulated community and the public regarding surface water-quality and groundwater-quality regulation and other programs of the State and Regional Boards. Collaborates with professionals from a variety of disciplines within and outside of State government in the performance of all the above duties. Provides feedback to management on the effectiveness of permit requirements.</p>
5%	<p>Performs other duties as required.</p>
<p>Employee Signature: _____ Date Signed: _____</p>	