DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD)        UNIT        POSITION #        DATE
Division of Water Quality        Recycled Water and Desalination Unit        880-250-0762-212        November 2022

NAME OF EMPLOYEE (IF APPLICABLE)        Vacant

CURRENT CLASSIFICATION
Environmental Scientist

PROPOSED CLASSIFICATION (IF APPLICABLE)

NAME OF SUPERVISOR
Laura McLellan

CURRENT CLASSIFICATION OF SUPERVISOR
Senior Environmental Scientist

REVIEWED AND APPROVED BY SIGNATURE

SUPERVISION EXERCISED (IF APPLICABLE)
1. DIRECTLY SUPERVISED
2. INDIRECTLY SUPERVISED

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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%

Under the close supervision of the Senior Environmental Scientist and consistent with good customer service practices and the goals of the State and Regional Board’s Strategic Plan, the incumbent will perform duties in the Recycled Water and Desalination Unit (Unit) in the Sustainable Water Plans and Policies Section at the State Water Board. Using established Board policies, regulations and guidelines, as well as scientific knowledge and skills, the incumbent performs independent professional and technical work in their day to day work activities. The incumbent is responsible for the quantity, quality, and timeliness of work submitted; and 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. This position requires travel to various locations throughout the State to attend meetings or trainings, including occasional overnight travel. The geographical location of work is located throughout the state, but primarily in coastal counties in Southern California. Specific responsibilities include:

30%

Provide technical expertise on projects in the Unit using knowledge of California’s marine and coastal ecosystems, habitats, organisms, and oceanography. Keep apprised of the latest applicable science regarding coastal ecosystems, mitigation, intake and discharge technologies, desalination, water treatment, and other related information. May act as lead for specific tasks or projects, including related to desalination and racial equity. Apply scientific methods and principles to: compile, organize, analyze, and synthesize data and technical information; summarize findings and recommendations in various media (e.g., briefing documents, fact sheets, technical reports, presentations). Use project management skills to plan, organize, and complete tasks, such as developing project charters, schedules, communication plans, and technical documents.

30%

Work on an interdisciplinary team to develop and implement water quality control plans, policies, permits, and implementation plans, including the Water Quality Control Plan...
for Ocean Waters of California (Ocean Plan). May act as lead for specific tasks or projects such as developing proposed amendments to the Ocean Plan to address desalination facilities. Utilize the scientific method and critical thinking to gather information and develop technical and policy recommendations. Coordinate third party scientific peer reviews and science advisory panels. Analyze environmental impacts associated with the construction and operation of seawater and brackish groundwater desalination facilities and develop statewide technical and policy recommendations. Prepare technical documents such as California Environmental Quality Act (CEQA) documents, economic analyses, and other technical documents for developing and implementing statewide water quality control plans and policies. Prepare public notices, presentations, correspondence, webpage content, and briefing documents with policy options and staff recommendations. Analyze and prepare responses to public comments.

15%

Take a lead role in preparing for and facilitating meetings and consultations, including with executive management, Regional Water Boards, other local, State, and federal agencies, tribes, academics, industry, and members of the public. Conduct equitable stakeholder outreach and engagement, establish and maintain partnerships, and foster open communications for voices from communities that have been historically marginalized. Implement the Seawater Desalination Interagency Memorandum of Agreement. Develop and give public presentations and briefings. Update website content.

10%

Work with staff from the Regional Water Boards to implement and evaluate compliance with the Ocean Plan desalination requirements and develop National Pollutant Discharge Elimination System (NPDES) permits for desalination facilities. Provide technical knowledge related to marine ecosystems and desalination to review documents (e.g., CEQA Environmental Impact Reports, Marine Life Mortality Reports, Marine Life Mitigation Plans); assess impacts to marine life associated with the construction and operation of seawater desalination facilities; make recommendations for compensatory mitigation; participate in scientific studies, and provide summaries of findings and recommendations, including at Regional Water Boards meetings and workshops.

10%

Track legislative updates and prepare analyses for bills. Prepare and respond to inquiries regarding budget change proposals. Consult with the 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 and for petitions submitted to the State Water Board. Analyze proposed legislation that may affect the programs in the Unit. Provide staff support on other projects in the Unit.

5%

Perform other duties as required.

Employee Signature: ___________________ Date Signed: __________________