

SWRCB Duty Statement Guidelines

- The duty statement should be in paragraph format (no bulleting)
- Maximum for a set of duties is 45%, minimum is 5% - *Exceptions may exist depending on classification*
 - List duties in descending order: highest percentage on top, smallest on bottom
 - Duties must equal to 100%
- If using “other duties as required,” it must be the final set of duties, 5%, and must stand alone and not be combined with other duties
- The supervision received must match the [class specifications](#)
- The supervisor’s classification must be listed, not their working title, e.g. “Under the direction of the *Senior Environmental Scientist...*”, not “Under the direction of the *Stormwater Unit Chief...*”, but both may be listed “Under the direction of the *Senior Environmental Scientist, Stormwater Unit Chief...*”
- The duties must be appropriate to the [class specifications](#)
- List physical activities appropriately, e.g. *Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 50 lbs, standing/sitting for long periods of time, etc.*
- List duties and tasks to be performed, not expectations, i.e. do not include “*arrive to work on time and adhere to your work schedule*”
- Ensure the appropriate amount of time assigned to each task/duty, e.g. inappropriate to assign 35% to a task statement for ordering supplies
- For supervisory classes, ensure supervisory duties are noted, e.g. *reviewing and approving docs, providing feedback to staff, mentoring staff, setting unit goals and benchmarks, signing timesheets, and approving time off*
- Spell out acronyms, e.g. *State Water Resources Control Board (SWRCB)*
- Ensure task statements are descriptive – *what task is being performed, how is it performed, for whom is it being performed, and why is being performed.*
- Remove arbitrary language such as “as needed,” “as required,” “incumbent;” if a task is to be performed by the employee, it is considered as needed and required and by the candidate

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) CRWQCB, Region 7	UNIT 170	POSITION # 880-170-3846-047	DATE January 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Water Resources Control Engineer		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Cassandra Owens			
CURRENT CLASSIFICATION OF SUPERVISOR Assistant Executive Officer		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		
40%	<p>Under the close supervision of an Assistant Executive Officer 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:</p> <p>Perform engineering duties related to water quality programs. Conducts or supervise investigations, inspections, studies and preparation of reports documenting violations of waste discharge requirements. Evaluates physical, biological, and chemical factors relating to the control of water pollution and quality, and the management of pollutants in surface and ground water. Review and evaluate Self-Monitoring Reports and other technical reports submitted pursuant to National Pollutant Discharge Elimination System permits, State Board's Sanitary Sewer System Waste Discharge Requirements, and other Regional Water Board orders. Utilize engineering calculations to identify and investigate violations of the California Water Code, Clean Water Act, and permit requirements, and prepare informal and formal enforcement actions including Administrative Civil Liabilities, Cease and Desist Orders, Cleanup and Abatement Orders, Settlement Agreements, etc. to address the violations. Works with other staff to prepare technical briefs used during hearings to address violations.</p>		
25%	<p>Serve as the Enforcement Coordinator for the Regional Board. Duties include tracking compliance and enforcement status of regulated facilities; oversight of investigations and development of enforcement actions (Notices of Violation, Investigative Orders), development of case referrals to the attorney general and other prosecutorial agencies, development of case settlement agreements, and develop and/or evaluate supplemental environmental projects. Work closely with other regional programs to facilitate the identification and case development of enforcement cases with complex issues. Participate in enforcement roundtables and serve as the enforcement liaison with the Office of Enforcement.</p>		

10%	Serves as the Regional Board point of contact for reports of spills and complaints. Triage the reports and works with relevant program staff to evaluate the incident and ensures that an appropriate response is taken. Utilize engineering principles to calculate the impacted area of the spill, evaluate potential mitigation measures, and work with clients to oversee the cleanup. Tracks status of spills and complaints and ensures databases are maintained. Supervises or conducts inspections of spills and complaints independently or in conjunction with program staff. Completes engineering calculations to demonstrate that facility is operating as described in the permit.
10%	Schedule and attend meetings with dischargers and other governmental agencies. Investigate and monitor situations related to public complaints and inquiries. Conduct public outreach and education. Prepare and deliver effective presentations to the Board and to the public, as required.
10%	Manage and prepare periodic updates to the Regional Water Board's Supplemental Environmental Projects (SEPs) List. Schedule and attend meetings with SEP Proponents. Act as part of the Region's Prosecution Team to assist in developing and negotiating penalties and SEPs with dischargers.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	