

## DUTY STATEMENT

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| <b>ORGANIZATION (DIVISION/REGION/BOARD)</b><br>SWRCB-DIVISION OF DRINKING WATER-SOUTHERN CA SECTION  | <b>UNIT</b><br>FIELD OPERATIONS SUPPORT UNIT  | <b>POSITION #</b><br>880-459-5157-XXX          | <b>DATE</b><br>January 2023 |
| <b>NAME OF EMPLOYEE (IF APPLICABLE)</b><br>VACANT  |   |  |                             |
| <b>CURRENT CLASSIFICATION</b><br>STAFF SERVICES ANALYST  |   | <b>PROPOSED CLASSIFICATION (IF APPLICABLE)</b> |                             |
| <b>NAME OF SUPERVISOR</b><br>VACANT  |   |  |                             |
| <b>CURRENT CLASSIFICATION OF SUPERVISOR</b><br>STAFF SERVICES MANAGER I  |   | <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>   |  |                             |
| 40%  | <p>Under the close supervision of a Staff Services Manager I 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>Analyze public water systems' water quality reports, correspondences, submittals, and permit applications for the Division of Drinking Water, District Office (hereinafter District) per Health and Safety Code 116525 and Code 116555 using District's databases to track and inform technical staff, District Engineers, and Section Chief. Assist with making recommendations on District's business processes to comply with water quality, and compliance deadlines per the Revised Total Coliform Rule effective July 1, 2021. Maintain records associated with compliance deadlines and corrective actions and provide periodic status updates to technical staff and management. Communicate to technical staff and District Engineer effectively via emails, Microsoft Teams, phone, and electronic content management (ECM) system. Route data, approved reports, correspondence, and submittals to and from the technical staff via ECM system per State Water Board's paperless office policy and District's business process flow.</p> |  |                             |
| 25%  | <p>Review, analyze, and evaluate incoming consumer confidence report, electronic annual reports, emergency notification plans, and other electronic reporting documents submitted to the Drinking Water Information Clearinghouse (DRINC) per Health and Safety Code 116530 and Code 116470 using the Division of Drinking Water's guidance documents. Assist with making recommendations regarding electronic annual report, consumer confidence report, and water quality emergency notification plans when the reports or plans do not have complete information or are not submitted prior to deadlines. Provide recommendations in a Word document or spreadsheet to technical</p>   |  |                             |

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|     | <p>staff and public water systems. Manage and maintain Safe Drinking Water Information System (SDWIS), ensuring accuracy of legal entity contacts, service connections, population, locational information, and other public water systems information by verifying the information on SDWIS with the information on the latest electronic annual report.</p>   |
| 15% | <p>Assist in researching, gathering, and organizing water quality data or evidence to generate water quality tables or summary of facts and submit to technical staff to be used in District's sanitary surveys and investigations. Assist with preparing responses, memoranda, letters, notices of violations, and citations under the guidance of the District Engineer or Section Chief. Track and conduct follow-up, on compliance schedules.</p>   |
| 10% | <p>Assist in developing, maintaining, and processing, via Excel spreadsheets, and ECM, water quality data, permit packages, recycled water use site proposals, and cross connection shutdown tests retrieved from water system submittals for regulatory and permit reporting. Evaluate the report submittals for completeness (ex: missing a water quality analytical report from the laboratory or permit application without a signature) and timeliness and communicate solutions to technical staff and management. Collect California Environmental Quality Act (CEQA) documents associated with the permit amendment from the District's technical staff and/or public water systems, and create a packet and submit such packet to State Clearinghouse using "CEQA Submit" tool created by State Clearinghouse within five (5) days after the permit amendment is issued and signed by supervisors. Edit, index, upload, or delete the documents on electronic content management (ECM) as directed using Division of Drinking Water's ECM Reference Guide.</p> |
| 5%  | <p>Receive and screen all district office main line telephone calls and visitors, and forward appropriate inquiries/requests from the public, media outlets, state staff, daily. Purge and archive/scan files according to records retention schedule and office needs. Maintain usability of library and training handouts. Process faxes and photocopies and manage daily incoming/outgoing mail. Maintain records and maintenance schedule for assigned automobiles. Organize and update the district's office supplies inventory, track and receive office supply invoices, and process certification of receipt, SWRCB Form 128.</p>   |
| 5%  | <p>Perform other duties as required.</p> <p>Employee Signature: _____ Date Signed: _____</p>  |