

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) SWRCB/DDW/Southern Section	UNIT Central District	POSITION # 880-460-3822-004	DATE January 2023
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION SENIOR WATER RESOURCE CONTROL ENGINEER		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR JEFF O'KEEFE			
CURRENT CLASSIFICATION OF SUPERVISOR SUPERVISING SANITARY ENGINEER		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
2	Associate Sanitary Engineers	1	Student Assistant (E&A)
1	AGPA		
3	WRCE		
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		
45%	<p>Under the general direction of a Supervising Sanitary 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:</p> <p>Supervises field engineers, other technical staff, and clerical personnel. Provides leadership and establishes program priorities in line with directives received from the Supervising Sanitary Engineer, Southern CA Section, as well as from the program's Headquarters in Sacramento. Assigns work duties, assures training of staff, provides solutions to technical problems presented by staff, evaluates the performance of staff, takes necessary disciplinary actions and assures that paperwork and other actions necessary to support the functions of the District office are completed in a satisfactory and timely manner. Reviews and approves work produced by staff related to sanitary survey inspections and reports, permit reports and conditions, enforcement actions and corrective action plans for compliance with the Division's practices, policies, and guidance.</p>		
30%	<p>Advises and consults with water utility managers and operators, as necessary, to resolve problems and issues of concern. Works with representatives of local, State, and federal government agencies on issues related to the delivery of safe and potable water supplies. Participates on internal and external task forces and committees to develop regulations, guidance documents and/or other products directed at clarifying issues of concern related to the public drinking water program. Provides technical assistance to local health departments.</p>		

10%	Prepares correspondence, reports, and other written technical documents independently and as directed by management. Directs the design and conduct of special engineering studies and investigations necessary to address specifically identified problems related to the delivery of safe and potable drinking water supplies.
5%	Represents the Division at various meetings and/or events with members of the public, public water system officials, the media, legislators, and others interested in safe drinking water; prepares and makes presentations on a variety of health-related water supply matters.
5%	Prepare and make presentations on a variety of health-related water supply matters. Participates in Division research projects, policy development, and studies. Attends conferences, workshops, seminars, and other training opportunities for the purpose of staying educated in the latest technical developments in the water and recycled water industries.
5%	Perform other duties as required. Employee Signature: _____ Date Signed: _____