

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) SF Bay Regional Water Board	UNIT DOD 2	POSITION # 880-120-0762-007	DATE January 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Environmental Scientist		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Celina Hernandez			
CURRENT CLASSIFICATION OF SUPERVISOR Senior Engineering Geologist (Supervisory)		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
N/A		N/A	
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 close supervision of a Senior Engineering Geologist and in accordance with federal and state water quality laws, regulations, and policies and guidelines, perform difficult professional water quality control-related technical work. Lead complex projects in support of technical, scientific, and programmatic functions. Consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, 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 duties include:</p> <p>In collaboration with external stakeholders and consistent with supervisor's priorities, manage cleanup cases under the Department of Defense (DOD) and Site Cleanup (SCP) programs by scoping, planning, tracking, communicating, and revising schedules to ensure workload is completed and deadlines are met. Establish, adapt, and meet milestones and completion dates of assigned tasks and projects. Review and evaluate the acceptability and completeness of project-related activities and reports involving mathematical, physical, chemical, and environmental sciences based on Water Board policies and accepted practices. Use knowledge, skills, and training in environmental chemistry, biology, hydrology, geology, and principles of risk assessment and risk management to inform regulatory decisions on the potential migration and exposure pathways, risks, and threats to water quality, ecological health, and human health from subsurface contamination. Use scientific knowledge, skills, and training in evaluating potential future site impacts from climate change as they relate to water quality and/or management of cleanup sites, and future adaptation planning. Consistent with applicable laws, regulations, policies, and best practices, review and evaluate the adequacy of reports that investigate the extent of contamination, assess ecological and human health risks, and propose remediation and/or mitigation actions. Prepare written comments or requirements for technical reports reviewed. Provide updates, briefings, and recommendations regarding project progress, reports review, and other relevant issues. Track and document all relevant project information and deliverables, including status, performance, documents, schedules, and due dates using GeoTracker and</p>		

	<p>other electronic databases/filing systems. Prepare, issue, and track annual project budgets. Prepare accurate and timely daily logs for cost recovery.</p>
15%	<p>Work collaboratively in groups internally and with external stakeholders to develop technical, regulatory, and procedural recommendations for projects and issues related to their expertise and assignments, including contaminants of emerging concern, toxicity, climate change adaptation, environmental justice, and other critical matters related to the DOD and SCP programs. Participate in regular and ad-hoc technical/policy meetings and conference calls as necessary to coordinate and communicate regulatory input for optimal project management and regulatory oversight. This includes collaborating with people from different racial, ethnic, and cultural groups to address environmental justice and racial equity.</p>
15%	<p>Prepare tentative orders and informational items for Water Board consideration: identify interested parties, coordinate with legal counsel, review, and respond to comments, prepare agenda packages Water Board presentations, and administrative records, and finalize adopted orders. Prepare Executive Officer report items on topical issues and progress. Identify instances of significant non-compliance with Water Board-issued orders and permits, Water Board policies, monitoring requirements, and other reports or work plans. Recommend appropriate enforcement actions. Coordinate with enforcement staff as appropriate.</p>
10%	<p>Communicate orally and in writing via email, written reports, project correspondence, power point presentations, and meetings with peers, supervisors, management, legal, and external stakeholders. This includes communicating with people from different racial, ethnic, and cultural groups. Provide status of tasks or projects, share scientific technical and regulatory information, seek input, and facilitate and support decisions. Attend public/community meetings, including some that may be held during or after regular business hours. Prepare fact sheets and other public announcements necessary to comply with the Water Board's public participation guidelines and policies. Respond to public requests for information.</p>
10%	<p>Perform site inspections to review compliance with cleanup orders, Water Board-issued permits, the Basin Plan, or other approved work plans and best management practices at projects where investigation, remediation, or suspected discharges occur. Maintain appropriate health and safety training and comply with applicable health and safety procedures.</p>
5%	<p>Perform other duties as required.</p> <p>Employee Signature: _____ Date Signed: _____</p>