

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Central Valley Regional Water Quality Control Board - Region 5	UNIT Wastewater Consolidation and Non-15 Waste Discharge to Land Permitting	POSITION # 880-150-1931-903	DATE January 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Scientific Aid		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Scott Armstrong			
CURRENT CLASSIFICATION OF SUPERVISOR Senior Engineering Geologist		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		
	Under direct supervision of a Senior Engineering Geologist 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:		
35%	Assist Program staff by reviewing technical documents, performing data entry, spatial data analysis, file and database inventory and maintenance. Create checklists and summaries of technical reports and assist staff with tracking report submittals. Maintain project records and Interested Parties lists for internal and external stakeholders.		
30%	Collect and compile data to support ArcGIS mapping of groundwater data and other information obtained through the Onsite Wastewater Treatment System (OWTS) and Local Agency Management Programs (LAMPs) per program requirements, compile information into Microsoft Access or Excel database.		
20%	Participate in internal and external meetings with public agencies, regulated individuals, consultants, the public, and others, and provide general outreach. Assist with coordination tasks such as schedules (creating meeting polls), preparing presentations, contacting interested parties, and meeting summaries.		
10%	Create and maintain spreadsheets and databases to evaluate and track projects and program data; compile files and information to respond to public records act requests; assist in preparing documents and files for Board Meeting proceedings; provide technical support to Board staff project managers using various software.		

5%

Perform other assigned duties as required.

Employee Signature: _____ Date Signed: _____