

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Water Rights	UNIT Public Trust Unit	POSITION # 880-300-0762-011 880-300-0762-055	DATE January 2023
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Environmental Scientist		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR VACANT			
CURRENT CLASSIFICATION OF SUPERVISOR Senior Environmental Scientist (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
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 the Senior Environmental Scientist (Supervisor) in the Division of Water Rights 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>Develop, evaluate, and implement flow, water quality and related requirements in the San Francisco Bay/Sacramento-San Joaquin Delta (Bay-Delta) and its tributaries, and assist with the development of related plans, policies and regulations. Evaluate chemical, hydrological, biological and environmental effects of such requirements and prepare related recommendations and analyses. Prepare technical reports, orders, decisions, and any other documents to support the Unit's efforts to develop, evaluate and implement flow, water quality, and related requirements. Assist with assessment and oversight of compliance with water right requirements related to implementation of these requirements. Oversee, manage, and develop contracts or grant agreements related to the above. Present at public workshops/meetings, or before the State Water Board. Prepare notices, briefing documents, presentations and other related documents.</p>		
20%	<p>Administer the requirements of the California Environmental Quality Act (CEQA) as it relates to State Water Board actions on controversial water resources development projects, including projects of statewide significance. Develop, review, and provide written comments on environmental documents. This work includes: analysis of complex scientific data for technical accuracy in environmental documents; ensuring legal and procedural adequacy of environmental documents; and making recommendations to management or the State Water Board regarding project approval, CEQA compliance, selection of alternatives, and the applicability of mitigation measures. Oversee the development and implementation of contracts and direct the preparation of environmental compliance documents by consulting firms.</p>		

15%	Represent the State Water Board and coordinate with governmental agencies, water users, and other interested parties on instream flow and related efforts to protect public trust resources and beneficial uses of water. This work includes: collection and analysis of flow and ecological data, review and comment on instream flow recommendations and associated implementation plans proposed by external parties, and presenting at meetings, workshops, or conferences to share the State Water Board's efforts with the regulated and non-regulated community.
15%	Coordinate with other related State Water Board and Regional Water Quality Control Board staff and programs to ensure consistent and appropriate development and implementation of flow, water quality and related requirements. Coordinate with other Division staff on investigations regarding potential impacts to public trust resources, including: preparation of compliance correspondence, review of compliance submittals for adequacy, and coordination with the Division's Enforcement Section on follow-up enforcement as necessary. Function as a team member or lead on hearings before the State Water Board, including assisting the hearing officer to conduct hearings, evaluate testimony and evidence, question witnesses, write staff analyses and decisions, and respond to comments. Act as staff expert on complex and controversial water right matters.
5%	Phone duty, updating and maintaining the Division's water right database (eWRIMS), preparing oral and written reports to communicate issues to the State Water Board, updating webpages related to the Unit's work, and responding to written and verbal inquiries from the general public and other interested parties regarding the State Water Board's efforts.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	