

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) CRWQCB-Los Angeles Region	UNIT Site Cleanup III	POSITION # 880-140-3756-032	DATE 2/6/2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Engineering Geologist		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Thizar Tintut-Williams			
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 a Senior Environmental Scientist (Supervisory) 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>Conduct preliminary environmental site investigations for potential sources of soil, soil vapor and groundwater contamination. Assist responsible parties related to potential sources of contamination in order to achieve compliance. Use engineering geology and technical judgment to review regulatory/historical records related to chemical storage/use and environmental site investigations to make recommendation on the acceptability of technical reports and other actions which address releases of pollutant to soil and groundwater. Perform engineering geologist work in all aspects of waste regulation including, soil, soil vapor and groundwater investigation of contamination, remedial feasibility and remedy selection; review of chemical of concerns and responsible party identification; review and analyze self-monitoring program and remediation progress monitoring. Review technical plans, specifications and other documentation related to the projects, operation and maintenance in order to develop policies, procedures and guidance material to improve permitting, compliance and monitoring activities. Conduct site investigations and inspections to assess compliance of waste operation, disposal, and cleanup facilities. Oversee the performance of field investigations and clean-up activities by the potential discharger. Advise responsible parties related to the contamination of procedures to follow in cleaning up of contaminated site to the environment.</p>		
30%	<p>Organize and conduct field investigation and facility inspections within Region 4 to ensure compliance of the investigation and remediation activities with approved work plans. Facilities may include sites where wastes, including toxic and hazardous materials are discharged or stored. Perform emergency response to hazardous waste spills in the region.</p>		

20%	Prepare waste discharge requirements and enforcement orders, when appropriate for sites requiring assessment and cleanup. Reviews technical engineering reports and correspondences to support enforcement orders and waste discharge requirements. Prepare agenda items and makes presentations to the Board and public.
5%	Conduct and participate in meeting with technical staff, representative of dischargers and other governmental agencies, and members of the public. Provide Unit Program support.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	