

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 RWQCB	UNIT Enforcement	POSITION # 880-120-0762-051	DATE February 17, 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Environmental Scientist		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Brian Thompson			
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
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		
35%	Under the close supervision of the Senior Engineering Geologist and consistent with good customer service practices and the goals of the State and Regional Water Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, to follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. Specific responsibilities include:		
25%	Communicate orally and in writing via email, written reports, project correspondence, briefings, power point presentations, and meetings with peers, supervisors, management, external stakeholders, and the public, including communicating with people from different racial, ethnic, and cultural groups. Provide status of tasks or projects, sharing technical and regulatory information, seeking input, and facilitating and supporting decisions. Define scientific matters, environmental requirements, or regulatory process. Advise other agencies, respond to public inquiries or complaints, discuss compliance expectations with the regulated community, and attend public forums as an agency representative.		
20%	Apply scientific methods and principals and use technical judgment in accordance with applicable laws, regulations, policies, and guidance documents to lead scientific investigations and pursue enforcement. Conduct investigations of non-point source pollution, point source discharges of wastes, and spills that will include inspections, reviewing reports (e.g., scientific investigations, water quality monitoring reports, supplemental environmental projects, environmental compliance plans), analyzing water pollution data, and evaluating the nature and extent of impacts to beneficial uses of State waters and wetlands. Determine compliance with scientific standards and prepare recommendations for regulatory response. Inspections require travel within the San Francisco Bay region, sometimes to remote locations, and traversing uneven surfaces.		
20%	In collaboration with external stakeholders and consistent with supervisor's priorities, manage projects by scoping, planning, tracking, communicating, and revising		

	<p>schedules to ensure workload is completed and deadlines are met. Establish, adapt, and meet milestones and completion dates for assigned tasks and projects. Use State web platforms and databases (e.g., Waternet, SharePoint, CIWQS, GeoTracker, SMARTS) to maintain project records, upload and query data, and support scientific evaluations and enforcement actions.</p>
10%	<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. This includes collaborating with people from different racial, ethnic, and cultural groups to address environmental justice and racial equity.</p>
5%	<p>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>