

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Water Rights	UNIT Enforcement Unit 2	POSITION # 880-300-5393-720	DATE January 2023
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Associate Governmental Program Analyst		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Jordan Baser			
CURRENT CLASSIFICATION OF SUPERVISOR Senior Environmental Scientist (Supervisor)		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 the direction of the Senior Environmental Scientist Supervisor 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. Primarily performs independent, complex, and varied analytical assignments related to the evaluation, development, and implementation of the enforcement program and other related water rights programs and processes. Specific responsibilities may include:		
35%	Analyze content of water right forms and electronic data for completeness and compliance with California Water Code and State Water Board polices; evaluate and resolve deficiencies or other issues impacting the filing by communicating with diverters, their agents, and internal staff and reviewing existing statutes and regulations; review and analyze supporting studies, surveys, and reports to identify areas of process improvement; conduct related research. Research and interpret statutes, laws, rules, regulations, and policies to advise management on potential program impacts.		
20%	Evaluate existing water right enforcement program processes and procedures in accordance with the Water Code, existing Statutes and Regulations, and the Enforcement Policy. Implement management recommendations regarding new policies, procedures, alternatives, and tools that will improve the efficiency and effectiveness of the water right registration program. Formulate, maintain, implement, and refine policies and procedures for the water right registration program and other related programs.		
20%	Provide status updates on enforcement program metrics; provide direction for correcting or streamlining water use filings and subsequent enforcement actions to internal and external stakeholders by participating in meetings, workgroups, public		

outreach and telephone calls; solicit input and feedback to improve the program. Coordinate with right holders, agents, consultants, other State Water Board staff, California Department of Fish and Wildlife staff, Regional Water Quality Control Board staff, and any other local, state, or federal agencies as necessary to ensure agreement with Board policy.

20%

Develop, manage, and maintain water right registration program forms, tracking databases, and procedures; serve as liaison with IT department; formulate change to existing procedures and/or formulate new procedures and initiate implementation of the new procedures.

5%

Perform other required duties as assigned.

Employee Signature: _____ Date Signed: _____