

# DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Water Rights	UNIT Registrations Unit	POSITION # 880-300-0762-076	DATE Feb 1, 2023
NAME OF EMPLOYEE (IF APPLICABLE) <b>VACANT</b>			
CURRENT CLASSIFICATION Environmental Scientist		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Siddharth Sewalia			
CURRENT CLASSIFICATION OF SUPERVISOR Senior Water Resource Control Engineer 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 close supervision of a Senior Water Resource Control Engineer 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:		
30%	Perform scientific duties related to the water rights programs of the State Water Board. Conduct or manage the preparation of water rights registration activities. Analyze situations and take appropriate actions regarding the application of laws, rules, regulations, policies, and requirements of Federal and State authorities. Analyze and evaluate available data on the impacts of water diversions on public trust fishery resources, vegetation, wildlife, potential land uses, and other aspects of the environment. Provide technical and procedural support for State Water Board workshops, agenda items, and hearings related to water rights administration. Act as an expert witness in State Water Board or court actions.		
30%	Use scientific principles to develop recommendations regarding water rights registrations. Prepare well-written technical reports and documents that address the impacts of existing and proposed water right registrations on the environment, public trust resources, and other lawful users of water. Prepare initial water right registrations, renewals, and revocations for parties diverting water. Review initial registration form submittal and prepare public notice materials. Develop or refine innovative techniques for conducting technical analyses, including the use of remote sensing and aerial imagery analysis, workflow improvement using geospatial software or programming languages, and implementing data science methodologies. Coordinate with registrants and their agents on the preparation and processing of registration filings and related documents. Coordinate with partner agency staff regarding the development of project conditions.		

15%	Prepare technical information for public outreach materials. Conduct public outreach and attend meetings with partner agencies and other stakeholders. Provide guidance and training to partner agencies and their staff on water rights issues. Maintain productive and cooperative relations with those contacted in the course of work activities.
15%	Review, check, and interpret technical reports prepared by others, including technical reports pertaining to springs, wells, and surface waters. Evaluate characteristics of water sources to determine permitting authorities. Review California Environmental Quality Act documents and other project planning documents for impacts to water rights.
5%	Conduct precertification field investigations, compliance inspections, and desktop assessments. Collect data in the field using appropriate methods and devices, which may involve the operation of a vehicle to travel to remote locations and traverse uneven terrain for extended periods of time during a working day.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	