

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Central Valley Water Board	UNIT Salinity and Basin Planning Unit	POSITION # 880-150-0764-004	DATE March 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Senior Environmental Scientist (Supervisory)		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Meredith Howard			
CURRENT CLASSIFICATION OF SUPERVISOR Environmental Program Manager I		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
1	Engineering Geologist		
3	Environmental Scientist		
3	Scientific Aids		
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 direction of an Environmental Program Manager I, 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>Supervise, organize, direct, and coordinate technical work for the Salinity and Basin Planning Unit and Central Valley Salinity Alternatives for Long-Term Sustainability (CV-SALTS) program. Evaluate beneficial uses and protection for waterbodies within the Central Valley and develop basin plan amendments as appropriate. Oversee Salinity and Basin Planning Unit staff work associated with data analysis and assessment of the sources, fate and transport of salt and other pollutants. Review and approve technical reports, evaluate control, mitigation, remediation, and restoration options. Review implementation plans for point and non-point sources. Coordinate, lead, and supervise field work to support control program development. Coordinate with other Water Board staff, dischargers, governmental agencies, Native American Tribes, and the public to develop and implement basin plan amendments and control programs.</p>		
30%	<p>Prepare annual work plan for the Salinity and Basin Planning Unit including the annual work plans for each staff supervised and the budget of hours for each staff and task assigned. Adjust these allocations as Board priorities shift. Develop schedules and work plans and oversee unit activities to assure that work products are completed in a timely manner. Communicate with the Program Manager to ensure work tasks meet priorities and track progress of tasks within the annual work plan and adjust hours and tasks as necessary to stay on track to achieve work plan annual milestones. Conduct annual performance review and evaluation, handle all personnel issues, provide guidance and direction to Salinity and Basin Planning Unit staff on policy issues. Serve</p>		

	<p>as a communication link between other technical units at the Regional and State Water Boards and between line staff and Program Manager. Coordinate with the State Water Board Freshwater and Estuarine Harmful Algal Bloom (FHAB) Program staff and oversee the Central Valley FHAB staff.</p>
15%	<p>Represent the Central Valley Regional Water Board at stakeholder meetings and other meetings with local, state and federal agencies, and CV-SALTS meetings concerning Salinity and Basin Planning programs and water quality issues in the Central Valley Region. Participate and communicate effectively in meetings with technical consultants, other representatives of dischargers, governmental agencies, Native American Tribes, and the public. Prepare and present written and oral presentations at public hearings, scientific conferences, and other meetings of the Central Valley Water Board and other federal, state, and local agencies.</p>
10%	<p>Manage the Salinity and Basin Planning Programs by attending and participating in roundtable meetings and other internal meetings and compile and report on program activities and accomplishments to the State Water Resources Control Board and USEPA.</p>
5%	<p>Perform other duties as required.</p>
<p>Employee Signature: _____ Date Signed: _____</p>	