

## DUTY STATEMENT

<b>ORGANIZATION (DIVISION/REGION/BOARD)</b> State Water Resources Control Board – Division of Drinking Water	<b>UNIT</b> Sonoma District	<b>POSITION #</b> 880-454-0762-001	<b>DATE</b> March 2023
<b>NAME OF EMPLOYEE (IF APPLICABLE)</b> Vacant			
<b>CURRENT CLASSIFICATION</b> Environmental Scientist		<b>PROPOSED CLASSIFICATION (IF APPLICABLE)</b>	
<b>NAME OF SUPERVISOR</b> Misha Anderson			
<b>CURRENT CLASSIFICATION OF SUPERVISOR</b> Senior Water Resources Control Engineer		<b>REVIEWED AND APPROVED BY SIGNATURE</b>	
<b>SUPERVISION EXERCISED (IF APPLICABLE)</b>			
<b>1. DIRECTLY SUPERVISED</b>		<b>2. INDIRECTLY SUPERVISED</b>	
<b>NO. OF EMPLOYEES</b>	<b>CLASS TITLE</b>	<b>NO. OF EMPLOYEES</b>	<b>CLASS TITLE</b>
<b>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.</b>			
<b>% OF TIME</b>	<b>DUTIES</b>		
	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 Environmental Scientist 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%	Utilize the Safe Drinking Water Information System (SDWIS/State) and companion databases to track water quality monitoring and reporting compliance. Ensure that water systems have developed and submitted accurate monitoring plans. Visit water systems to collect water samples to confirm compliance with state water quality requirements. Maintain enforcement of drinking water quality and related regulations and laws involved with ensuring that public drinking water supplies are kept pure, wholesome, and potable. Assist in conducting investigations of water quality problems such as those resulting from chemical or bacteriological contamination of public water supplies.		
30%	Conduct routine sanitary surveys of small public water systems and prepare inspection reports and permit evaluation reports that document compliance with the drinking water standards and laws. On-site inspection activities include water source intakes, treatment plants, storage and distribution facilities. Complete and compile Source Water Assessments for drinking water sources.		
20%	Ensure permits for issued to public water systems are evaluated for compliance with California Environmental Quality Act (CEQA). Assist with coordination of permit application submittals for small water systems, sending appropriate forms and guidance documents. Provide guidance to public water systems and review reports on recommendations for permit requests for construction or modification of public water		

	treatment plants, distribution and collection systems, and other related construction activities. Prepare responses to water systems on application completeness.
10%	Serve as regional specialist on Harmful Algal Blooms (HAB), coordinate HAB monitoring activities and serve as liaison with other Water Board HAB programs.
5%	Consult with and advise a variety of health and other public officials, engineers, attorneys, water consumer groups, and others on less complex public health aspects of water quality control programs.
5%	Perform other duties as required.
	Employee Signature: _____ Date Signed: _____