

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) Division of Financial Assistance	UNIT	POSITION # 880-550-4801-010	DATE March 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Staff Services Manager II		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Christine Gordon			
CURRENT CLASSIFICATION OF SUPERVISOR Career Executive Assignment Level A, Assistant Deputy Director		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
2	SSMI	7	AGPA
		2	SSA
		1	Program Tech II
		2	OT (T)
		7	Seasonal Clerk
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%	Under the direction of a Career Executive Assignment Level A (CEA) 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: Manages and directs all elements of the Office of Operator Certification (OOC) Drinking Water and Wastewater Operator Certification Programs' workload, including coordination with the Division of Drinking Water (DDW) to ensure certification requirements are being conducted in accordance with the applicable laws, regulations, and policies. Supervises certification managers to ensure timely handling and completion of assignments. Interprets, applies, administers, and ensures compliance with OOC's regulations, policies, and other applicable laws.		
30%	Performs the hiring, training, and development of staff; manages OOC staff in reviewing management reports to determine impact or potential impact on the State Water Board. Plans, organizes, and directs the work priorities for the OOC, including oversight and development of the unit's managers, developing work plans for the section, and monitoring performance. Complete probationary and annual performance reports and provide feedback on assignments. Develop performance standards and expectations.		
15%	Reviews the SSM I's most difficult or sensitive work and randomly reviews approved and denied application for quality control. Consults with the CEA to ensure recommendations comply with OOC's regulations, policies, and other applicable laws.		

Works closely with United States Environmental Protection Agency (USEPA) and organizations such as California Water Environment Association (CWEA) and American Water Works Association.

10%

Represent the Division and State Water Board at special meetings, conferences and roundtables to assure proper and uniform applications of administrative procedures in compliance with the State Water Board's policies, regulations, and requirements. Serves as the backup for the Assistant Deputy Director on issues related to OOC. Participates in management meetings as need to provide information on OOC. Some travel is required.

5%

Perform other duties as required.

Employee Signature: _____ Date Signed: _____