

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Water Quality	UNIT Industrial and Construction Stormwater Unit	POSITION # 880-250-0764-040	DATE MARCH 2023
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Senior Environmental Scientist (Supervisory)		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Diana Messina			
CURRENT CLASSIFICATION OF SUPERVISOR Supervising Water Resource Control Engineer		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
3	Water Resource Control Engineers		
1	Engineering Geologist		
4	Environmental Scientists		
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		
35%	<p>Under the direction of a Supervising 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:</p> <p>Supervise, direct, oversee, and review the work of staff to develop and implement the statewide National Pollutant Discharge Elimination System (NPDES) industrial and construction stormwater permitting programs, through coordination with regional water quality control board (regional water board) staff. Prepare and implement staff and Unit work plans for writing draft permit documents for public issuance, preparing internal briefing documents, preparing agenda packages and formal permitting documents, working with Information Technology staff for electronic database implementation of permits.</p>		
35%	<p>Manage the State Water Board statewide industrial and construction stormwater programs, including coordination of planning and regulatory stormwater efforts with staff of other State Water Resources Control Board divisions, regional water boards, state and federal agencies, professional associations, environmental groups and the public. Provide outreach to the regulated community and stakeholders. Respond to public inquiries regarding the NPDES stormwater program. Plan, develop and conduct public staff workshops and informal focused stakeholder meetings. Post meeting information on State Water Board website; Facilitate formal and informal public comments. Response to public comments and other inquires regarding the NPDES stormwater permitting programs.</p>		

15%	Recruit, hire, lead and professionally develop staff; implement personnel policies; evaluate staff performance; perform supervisory-level administrative tasks.
10%	Manage resources to complete expected Unit regulatory tasks, including discretionary contracts for stormwater projects. Prepare budget change proposals and contracts; analyze legislative bills and proposals.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	