

## DUTY STATEMENT

<b>ORGANIZATION (DIVISION/REGION/BOARD)</b> Central Valley Regional Water Quality Control Board-Region 5	<b>UNIT</b> UST,SCP,Title 27 LD	<b>POSITION #</b> 880-157-1931-903	<b>DATE</b> May 2023
<b>NAME OF EMPLOYEE (IF APPLICABLE)</b> Vacant			
<b>CURRENT CLASSIFICATION</b> Scientific Aid		<b>PROPOSED CLASSIFICATION (IF APPLICABLE)</b>	
<b>NAME OF SUPERVISOR</b> Mey Bunte			
<b>CURRENT CLASSIFICATION OF SUPERVISOR</b> Senior Water Resource 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 direct 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:		
40%	Review technical scientific work plans and reports, extract relevant water quality information, enter data into databases (e.g., GeoTracker, California Integrated Water Quality System [CIWQS], Storm Water Multiple Application and Report Tracking System (SMARTS), Electric Content Management [ECM]) and spreadsheets, evaluate data.		
20%	Assist with preparation of water quality scientific research projects. Assist with development of routine scientific reports, memoranda, permits, and formal and informal enforcement documents.		
20%	Participate in water quality site inspections and field sampling. Assist with identifying and documenting water quality violations and the development of informal and formal enforcement actions.		
15%	Provide support including reviewing and filing of scientific water quality program reports pertaining to the Site Cleanup and Underground Storage Tank Programs; copy and scan scientific documents; archive documents; pull water quality reports for public review; prepare mass informational mailing notices; distribute technical water quality documents; assist in file inventory and maintenance; and answer phone calls from the public regarding basic routine scientific related issues.		
5%	Perform other duties as required.		

	Employee Signature: _____ Date Signed: _____
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