

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) SF Bay RWQCB	UNIT NPDES 1	POSITION # 880-120-1931-903	DATE May 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Scientific Aid		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Robert Schlipf / James Parrish			
CURRENT CLASSIFICATION OF SUPERVISOR Senior 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
	N/A		N/A
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		
	<p>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. Working under established Board policies and guidelines, the incumbent assists in the performance of sub-professional scientific and technical work related to the Board's water quality programs. Specific responsibilities include:</p>		
25%	Assist Board staff with the organization of inspections of wastewater collection and treatment facilities, review field data, and verify whether facilities comply with permit requirements.		
25%	Review monitoring and technical reports, perform data entry, and flag incomplete or inadequate reports based on comparison to acceptable parameters.		
25%	Assist Board staff with routine tasks in support of the sanitary sewer overflow reduction, pollution prevention, and pretreatment programs including permit preparation and enforcement.		
5%	Scan documents and enter project information into the California Integrated Water Quality System Project (CIWQS), Paperless Office (ECM), and other internal and web-based databases.		
5%	Consistent with supervisor's priorities, manage workload by establishing, adapting, and meeting milestones and completion dates for assigned tasks and projects.		
5%	Communicate orally and in writing via email, written reports, project correspondence, power point presentations, and meetings with peers, supervisors, management, and		

	external stakeholders. Provide status of tasks or projects, share technical and regulatory information, seek input, and facilitate and support decisions.
5%	Work collaboratively in groups internally and with external stakeholders to develop technical, regulatory, and procedural recommendations for projects and issues related to their expertise and assignments.
5%	Perform other duties as required.
	Employee Signature: _____ Date Signed: _____