

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) CA. Regional Water Quality Control Board – San Diego	UNIT Groundwater Sustainability and Protection Unit	POSITION # 880-190-4871-903	DATE February 2023
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Student Assistant – Engineering and Architectural Sciences		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Ben Neill			
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	
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		
	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 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%	Receive, track, inventory, and log self-monitoring and technical reports received by the waste discharge requirements (WDRs), land disposal, site cleanup, and Department of Defense site cleanup programs. Assist with preliminary reviews of technical and monitoring reports, evaluating compliance of regulated facilities with applicable WDRs, enforcement orders, state water quality laws/plans, and applicable State and federal regulations. Assist technical staff with the processing of applications for WDRs and assist assigned technical staff with preparation of agenda materials.		
25%	Enter information and index documents in the Enterprise Content Management system (Paperless Office) to ensure the proper link to the GeoTracker and California Integrated Water Quality System (CIWQS) databases. Assist in reviewing data and troubleshooting errors within the system and generate reports using the Geotracker and CIWQS databases. Create and modify MS Word documents and MS Excel spreadsheets related to program support.		
20%	Assist technical staff with preparation of written response letters and informal enforcement action documents applying professional writing skills and using templates and examples in MS Word format. Respond to telephone calls and emails concerning comment letters and notices issued in response to monitoring report reviews.		

10%	Assist technical staff in conducting inspections of regulated facilities and cleanup sites. Provide assistance to technical staff by taking photos, preparing draft inspection reports, and entering related data into GeoTracker and CIWQS databases.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	