

## 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) Central Valley Regional Water Quality Control Board-Region 5	UNIT Above Ground Tank/Mining	POSITION # 880-150-3756-070	DATE May 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Engineering Geologist		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Jeremy Hughes			
CURRENT CLASSIFICATION OF SUPERVISOR Senior Engineering Geologist		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
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		
45%	<p>Under the close supervision of a Senior Engineering Geologist, 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 stakeholders, follow through on commitments, and to solicit and consider internal/external stakeholder input when completing work assignments. Specific responsibilities include:</p> <p>Use geologic knowledge and technical expertise to review technical reports from Responsible Parties and their representatives relating to the investigation, characterization, and remediation of potential subsurface impacts to groundwater, soil, and soil-vapor, primarily as the result of unauthorized releases of contaminants from underground and aboveground storage tanks (USTs and ASTs, respectively) in the Central Valley Region. Review technically complex reports and proposals (i.e., work plans) relating to subsurface investigations, site assessment, and remediation reports for determining the extent of contamination in soil, soil-vapor and groundwater, and technical reports for compliance with State Water Board policies and regulations; and prepare written, technical correspondence responding to those reports. Review and manipulate environmental data to assess cases for compliance with State Water Board regulations and policies, as well as evaluate for potential chemical concentration trends. Prepare graphs, figures, and other visual aids, as needed, to convey the nature and extent of contaminants of concerns at unauthorized release sites within the Central Valley Region. Upload and maintain electronic files and information in GeoTracker database for assigned cases and projects.</p>		
40%	<p>Use sound geologic analysis and professional judgment to provide guidance and regulatory oversight for waste discharges to land and waters which may impact human health and the environment, including beneficial uses of State waters. Perform technical oversight of soil, soil-vapor, and groundwater investigations and cleanups by applying applicable State Water Board regulations, policies, plans and guidelines. Determine and communicate appropriate application of those regulations, policies,</p>		

	<p>plans and guidelines to local agencies, Responsible Parties and their representatives, as well as public interests. Work cooperatively with and respond to local agencies, Responsible Parties and their representatives, as well as public interests, in coordinating oversight of investigation and cleanup activities. Manage multiple environmental investigation and cleanup cases, of varying priority levels and complexity, simultaneously. Prepare enforcement orders and notices of violations, when compliance is not achieved or acceptable, directing investigations and cleanup, consistent with State Water Board regulations and policies.</p>
10%	<p>Use geologic knowledge and technical expertise to conduct site inspections to oversee field activities performed by Responsible Parties and their representatives during the cleanup of unauthorized release sites. Collect samples of soil, soil-vapor, and groundwater to assess for impacts by unauthorized discharges of contaminants.</p>
5%	<p>Perform other duties as required.</p> <p>Employee Signature: _____ Date Signed: _____</p>