

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Drinking Water	UNIT ELAP	POSITION # 880-402-0765-006	DATE May 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Senior Environmental Scientist (Spec)		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Christine Sotelo			
CURRENT CLASSIFICATION OF SUPERVISOR Environmental Program Manager I		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 general direction of an Environmental Program Manager I 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>Holds the title of Environmental Laboratory Accreditation Program Accreditation Officer and independently identify problems, develop courses of action, and conduct critical and/or sensitive scientific investigations to prepare guidance, policy, planning, for the program's application documents. Independently lead the research, consultation and interactions between the program's managers and process leaders and the laboratories applying for accreditation and assists them in navigating by problem solving questions and issues regarding their accreditation applications. Provides specialized technical assistance and knowledge of the Health and Safety Code and California regulations with laboratories to understand and interpret the programs requirements for accreditation that may impact or limit the decisions made about their applications for accreditation. Conducts regular one on one appointments or Transition appoints with laboratories applying for accreditation. Draft formal communications letters with laboratories outlining their path to accreditation or denial of application for accreditation and various other documents summarizing the program's technical decisions.</p>		
30%	<p>Leads the collaboration between the programs Administrative Operations Unit, the Monitoring Unit, the Assessment Unit and the Program Development, Research and Enforcement Unit and the Quality Assurance Officer to move accreditation applications through the program processes that require corrective action or problem solving. Coordinate and verify efforts between program units, verifying that each act in accordance with standard operating procedures and expectations. Updates internal documents and database to ensure consistency across multiple forms and data entries. Will work closely with the program's State Agency Program Liaison and the program's</p>		

20%

Quality Assurance Officer to ensure continuous improvement and continuity in program operations.

Serve as the National Environmental Laboratory Accreditation Conference Institute (NELAP) laboratory standard expert and answer technical questions from the laboratory community and internal program staff through the elap technical email box. Provide technical and regulatory advice to regulated entities, often requiring comparison of overlapping regulatory and statutory requirements. Updates Field of Accreditation Tables and assists in the regular Method Update Rules from the United States Environmental Protection Agency. Acts as project lead for specialty projects which branch across ELAP units. Draft reports and make various presentations.

5%

Other duties as assigned.

Employee Signature: _____ Date Signed: _____