

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Water Quality	UNIT Leak Prevention	POSITION # 880-250-0762-199	DATE MAY 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Environmental Scientist		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Thomas Henderson			
CURRENT CLASSIFICATION OF SUPERVISOR Senior Environmental Scientist (Supervisory)		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		
	Under the close supervision of a Senior Environmental Scientist 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:		
30%	Evaluate Unified Program Agencies (UPAs) on the adequacy of Underground Storage Tank (UST) program implementation. Review scientific physical field inspection techniques and conduct data analysis of UPA activities. Write reports based on data gathered. Use technical writing skills to prepare analytical reports describing the findings and observations. Develop recommendations for program improvement. Provide training and assistance with regulatory issues. Develop tools to track technical information and evaluation status information with supervisor and California Environmental Protection Agency (CalEPA) staff.		
30%	Provide statutory and regulatory guidance to tank owners/operators, service technicians, installers, inspectors, and other interested parties for compliance with water quality protection elements of UST operation. Prepare guidance for the operation and maintenance of USTs and participate in outreach sessions for UPAs and members of the regulated community. Make presentations at workshops and conferences.		
20%	Use sound scientific principles and practices to gather scientific data from research materials and field observations and compile the information under specific parameters for the preparation and support of rulemaking activities. Conduct workgroup meetings to solicit input from stakeholders and participate in public meetings to discuss proposed regulations, analyze and evaluate the applicability of such information for incorporation into regulations. Develop, maintain, and use appropriate tools to track and share important technical information and evaluation status information with Supervisor, CalEPA, and United States Environmental Protection Agency (US EPA).		

15%	Serve as a liaison to other governmental agencies and attend meetings representing the State Water Board. Communicate and evaluate legal and technical regulatory information and coordinate with the enforcement section for follow-up as necessary.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	