

# DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Water Rights	UNIT NCEU	POSITION # 880-300-0762-061	DATE June 10, 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Environmental Scientist		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Sahil Pathak			
CURRENT CLASSIFICATION OF SUPERVISOR Senior Environmental Scientist (Supervisor)		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		
40%	<p>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:</p> <p>Conduct field investigations to determine compliance with environmental terms and conditions of water right permits and licenses, analyze the potential impacts to instream beneficial uses caused by diversions, and investigate complaints related to impacts to public trust resources. Document site conditions, record reservoir storage, measure instream flow and use electronic equipment to record photos and location information. Coordinate with water right holders, state agencies and law enforcement to schedule consecutive-day field investigations. Analyze and evaluate available data on the effects of water diversions on vegetation, fish, wildlife, water supply, potential land uses, and protection of public trust resources. Review testimony from water diverters and environmental consultants, and conduct necessary environmental analyses required to support staff findings and recommendations.</p>		
35%	<p>Prepare inspection reports that clearly articulate staff's findings, observations, determination, and corrective actions. Interpret and explain environmental concepts and interpret and apply provisions of California Water Rights law and regulations. Prepare administrative enforcement documents for prosecution. Work with the Office of Enforcement regarding investigative information used for prosecution. Draft documents necessary to support an administrative warrant to legally gain access to properties for the purpose of an inspection. Prepare written testimony, prepare exhibits, and appear as an expert witness for hearings before the State Water Board.</p>		
20%	<p>Coordinate large and time sensitive mail correspondence and tracking. Input, edit, and maintain eWRIMS database with new water right information or documents. Coordinate, conduct, and attend meetings with stakeholders. Evaluate geospatial data</p>		

and develop maps. Answer public phone calls and emails regarding water right questions, issued notices, or orders. Provide assistance to applicants requesting information, and post material online.

5%

Perform other duties as assigned.

Employee Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_