

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) CRWQCB - Los Angeles Region	UNIT Standards and TMDL	POSITION # 880-1931-903	DATE October 11, 2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Scientific Aid		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Celine Gallon			
CURRENT CLASSIFICATION OF SUPERVISOR Senior Environmental Scientist		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 direct 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%	Categorize applications for Clean Water Act Section 401 water quality certifications by due dates and established priorities. Maintain databases of 401 application status and maintain 401 application hard-copy files.		
30%	Assist technical staff in reviewing applications for completeness. Ensure applications, databases and files are in agreement. Draft 401 certifications, amendments and denials using templates. Review status of required mitigation projects and collate and analyze data from 401 certification progress reports. Assist project proponents with questions regarding status of 401 certifications.		
15%	Manage the program's general email, including responding to Public Records Act requests, application submittals, meeting requests, fee related enquiries and other general inquiries. Regularly update the information provided on the 401 program's website.		
10%	Accompany technical staff to proposed project locations to review potential impacts to water resources.		
5%	Conduct literature searches on specific topics; retrieve, compile, organize and extract critical information from scientific papers and engineering reports as directed by the supervisor; prepare and/or assist in the preparation of reports, presentations and standard operating procedures.		

5%	Assist in the preparation and photocopying of technical documents including Board packages. Assist in the preparation of documents compliant with the Americans with Disabilities Act. Prepare monthly updates for the Executive Officer report to the Board
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	