

# DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Water Quality	UNIT 250	POSITION # 880-250-0762-XXX	DATE NOVEMBER 2022
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Water Resource Control Engineer		PROPOSED CLASSIFICATION (IF APPLICABLE) Environmental Scientist	
NAME OF SUPERVISOR Amanda Magee			
CURRENT CLASSIFICATION OF SUPERVISOR Senior Engineering Geologist (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
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 the Senior Engineering Geologist, Strategy to Optimize Resource Management of Stormwater (STORMS) Unit Supervisor, 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:		
35%	Work on an interdisciplinary team to develop and implement water quality control plans, policies, permit language, and implementation plans associated with the STORMS mission (promoting stormwater as a resource), including but not limited to the Urban Pesticides Project. May act as lead for specific tasks or projects. Use project management skills to plan, organize, and complete tasks, such as developing project charters, schedules, communication plans, and other documents. Apply scientific methods and principles to support the use of data and science for policy and management decisions and plans. Prepare public notices, presentations, correspondence, complex reports, and briefing documents with policy options and staff recommendations. Identify and determine appropriate responses to comments raised during public reviews of draft program documents.		
30%	Provide technical expertise on projects in the STORMS unit using knowledge of stormwater management, conventional and emerging stormwater pollutants, and contaminant fate and transport. In addition, apply scientific methods and principles to: compile, organize, analyze, synthesize data and technical information; review and compile scientific literature and technical documents; develop and implement question driven monitoring design and data collection, data planning, research, preparation, aggregation, processing, quality assurance and control; evaluate, manage, publish and share data and information; summarize findings and make recommendations; and develop and review documents, technical reports, reference documents, and content for program webpages.		

25%	Work with internal and external stakeholders on scientific, policy, technical, economic, and administrative interests. Take a lead role in meetings and consultations with internal and external stakeholders, including Regional Water Boards, executive management, other State agencies, tribes, and public forums related to stormwater planning. Review, analyze, and respond to public comments and related stormwater documents. Develop and give public presentations and briefings on assigned projects and related topics and update website content.
5%	Track legislative updates and prepare analyses for bills pending before the legislature related pertaining to stormwater. Prepare respond to inquiries regarding budget change proposals. Consult with the Water Board's Office of the Chief Counsel and provide advice to staff and management on the preparation of administrative records for review by the Office of Administrative Law. Travel to various locations throughout the State to attend meetings or trainings, including occasional overnight travel.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	