

DUTY STATEMENT

| | | | |
|--|---|--|------------------------------|
| ORGANIZATION (DIVISION/REGION/BOARD) Office of Research, Planning and Performance | UNIT Training and Technical Services | POSITION # 880-240-0762-012 | DATE December 2019 |
| NAME OF EMPLOYEE (IF APPLICABLE) VACANT | | | |
| CURRENT CLASSIFICATION Environmental Scientist | | PROPOSED CLASSIFICATION (IF APPLICABLE) | |
| NAME OF SUPERVISOR Katheryn Landau | | | |
| 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 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. The incumbent services as the technical training coordinator for the Water Boards' training program and independently performs complex scientific and administrative duties. Specific responsibilities include: | | |
| 40% | Design training programs and classes relevant to Water Boards staff, including: (1) HR, health and safety, and administrative; (2) communication and leadership; (3) data management and analysis; and (4) technical and scientific (e.g., aquatic bioassessment; geomorphology and applied river morphology; instream flow methods; groundwater monitoring; and environmental statistics). Research and implement innovative strategies to deliver training in classroom settings, informal seminars, on-the-job training, e-learning, field trips, and shared resource options. Customize activities to maximize the efficiency and effectiveness of resources. | | |
| 25% | Evaluate trainings and ensure learning objectives and training competencies are met. Conduct surveys, evaluations, and follow-up assessments. Review Board-wide and program-specific educational programs and training plans. Perform comprehensive analysis of the educational needs of State and Regional Board programs. Prepare reports, communicate prioritization rationale, and develop recommendations for training program and process improvements. Implement recommendations upon approval by management. | | |
| 20% | Coordinate and oversee the technical and logistical elements of training events and related services. Manage contracts that support the design, development, and delivery of trainings. | | |
| 10% | Provide guidance to program managers and supervisors about their roles in the training and development of their teams. Work cooperatively with and respond to federal, State, local and private entities involved with water quality and water resource education. | | |

When assigned to do so, represent the Training and Technical Services Manager at internal and external meetings.

5%

Perform other assigned duties as required.

Employee Signature: _____ Date Signed: _____