



State of Minnesota Position Description

Board of Water and Soil Resource

Position Description A

Employee's Name:

Position Control Number (PCN):

Agency/Division: Minnesota Board of Water and Soil Resources

Activity: Land and Water Management

Classification Title: Hydrologist 3

Working Title: Regional Clean Water Specialist

Prepared by: Regional Manager

Appraisal Period:

Signatures

Employee Signature _____ Date signed _____
(this position description accurately reflects my current job)

Supervisor Signature: _____ Date signed _____
(this position description reflects the employee's current job)

Position Purpose

This position exists to serve as a lead BWSR employee in the Southern Region to provide advanced technical and leadership assistance and implementation guidance to Board staff, soil and water conservation districts, watershed management organizations and watershed districts, and counties involved in preparing and implementing water quality and quantity restoration and protection plans, including Comprehensive Watershed Management Plans, Total Maximum Daily Load (TMDL) implementation plans. This position is also responsible for leading the interagency coordination with the Minnesota Pollution Control Agency (MPCA), the Department of Agriculture (MDA), the Department of Natural Resources (DNR), the Department of Health (MDH) and the Public Facilities Authority necessary for BWSR to carry out its statutory responsibilities under the Clean Water Legacy (CWL) Act.

Reportability

Reports to: Regional Manager

Supervises: May supervise student interns

Dimensions:

Budget: This position contributes to the preparation and management of budget items necessary to perform assigned duties including the agency's Clean Water Legacy appropriations.

Clientele: The principal clientele of this position are the board members and employees of the local government units for which the Board of Water and Soil Resources has statutory responsibilities or provides funding, BWSR regional Board Conservationists, and regional staff of the Department of Natural Resources, the Pollution Control Agency, and the Department of Agriculture. Secondary clientele include the associations that represent local government units, regional development commissions, the Department of Health, the University of Minnesota, the USDA Natural Resources Conservation Service, the U.S. Fish & Wildlife Service, and the U.S. Forest Service. Additional clientele include public and private interest groups and members of the public.

Position Description B

Employee's Name:

PCN:

1. Principal Responsibility

Leads and administers BWSR's authorities and responsibilities under the Clean Water Legacy Act so the policies of the Act and the funds appropriated to the agency are implemented based on sound hydrologic principles, scientifically based water quality monitoring and assessment protocols, employ scientifically proven best management practices, address relevant water management issues, and are coordinated with the MPCA, the DNR, MDA, MDH and the Public Facilities Authority.

Priority: A

40% of time

Discretion: A

Task Statements

- A. Provide leadership to local units of government, participating agencies, and consultants in developing and implementing CWL Act non-point restoration and protection proposals.

- B. Provide high level technical information, training, and consultation to local governments and BWSR staff so that CWL funds are used to target and solve high priority water quality problems caused by non-point sources of pollution.
- C. Lead efforts to develop a coordinated interagency approach to watershed management and implementation of the CWL Act.
- D. Facilitate the transfer of technical and scientific information and data between cooperating partners.
- E. Lead and coordinate the CWL proposal process with Board Conservationists and Agency Coordinators and make funding recommendations to the BWSR regarding local government grants.
- F. Respond to complaints resulting from lack of coordination between state agencies and local governments.
- G. Coordinate CWL goals and objectives with BWSR's local water management and planning programs under MS 103B, 103C, and 103D.
- H. Provide data as needed for legislative hearings or individual legislators.
- I. Convene regional BWSR staff to provide program updates, rule clarifications, develop protocols, discuss and solicit ideas, and ensure consistent understanding of the CWL.
- J. Serve on Grant Ranking Team for TMDL development and implementation grant applications.

Performance Indicators:

- a. Adequate and timely information is provided to local units of government and cooperating agencies.
- b. Positive working relationships are developed with local units of government and cooperating state agency staff.
- c. Program evaluations and issue identification as requested.
- d. Clean Water Legacy plans and proposals are developed and implemented in a manner consistent with law, rule, and agency policy.
- e. Coordination of water management responsibilities of the DNR, MPCA, MDA, and MDH is occurring.
- f. Opportunities for linking federal, state, and local surface water resource restoration, protection, and management programs are identified and communicated with local government units.
- g. Frequent oral and written communication is conducted with regional BWSR staff, Regional Operations Coordinators, and other agencies.
- h. Requests for information are completed by deadlines.

2. Principal Responsibility

Provide senior level technical leadership to local governments in the development and implementation of non-point pollution restoration and protection plans, TMDL implementation plans, comprehensive local water management plans, and local government surface water quality protection activities.

Priority: A

30% of time

Discretion: B

Task Statements

- A. Provide technical and policy leadership to local governments in the development of Comprehensive Watershed Management Plans and watershed restoration and protection plans.

- B. Guide local government and agency staff to determine effective mechanisms for their participation in pollution reduction load allocations and selection of best management practices (BMP) as part of Comprehensive Watershed Management Plans and local TMDL development.
- C. Provide leadership, technical, and scientific assistance to local governments to assist in the selection and targeting of non-point BMPs in relation to the development of Comprehensive Watershed Management Plans and TMDL implementation plans.
- D. Plan, facilitate, and conduct technical training involving BMP design and installation.
- E. Plan, facilitate, and conduct training related to surface water quality effectiveness monitoring and calculation of estimated pollution load reduction for applied BMPs.
- F. Work with other agencies such as MPCA to coordinate local monitoring efforts with MPCA surface water monitoring and assessments strategies.
- G. Provide input and guidance to Senior Management Team members regarding statewide CWL implementation issues.
- H. Provide general technical surface water protection assistance and training to local governments as requested and directed by supervisor.
- I. Provide assistance to local government units in developing and implementing public participation criteria required for TMDLs.
- J. Assist local governments in the development and implementation of surface water quality monitoring and sampling programs.

Performance Indicators:

- a. Responds to requests for assistance in a timely manner.
- b. Uses generally accepted procedures when providing assistance and training that will stand up to technical scrutiny.
- c. Restoration, protection, and TMDL implementation plans are developed that are consistent with guidelines established by MPCA and the Environmental Protection Agency (EPA) and are approvable.
- d. At least two information or technical training sessions are held annually.
- e. Two-way communication between partner agency staff and BWSR is frequent, apparent, and productive.
- f. Disputes are resolved at the local level in most cases.
- g. Attends BWSR staff meetings as directed and interagency technical sessions as deemed appropriate by supervisor.

3. Principal Responsibility

Direct the development of annual work plans, budgets, and reports consistent with agency, region, and section goals and objectives; prepare and analyze status and outcome reports on CWL implementation activities of the agency and local governmental units so that staff activities are coordinated and consistent with the agencies policies and are measured.

Priority: A

15% of time

Discretion: B

Task Statements

- A. Prepare periodic status reports about Clean Water Legacy activities.
- B. Prepare work plans and budgets and revise as needed to meet agency, region, and section goals and objectives relating to surface water management programs and the CWL Act implementation.
- C. Make recommendations to senior management team on where the agency's rules, regulations, and policies need to be changed or modified to keep current with emerging technologies and public policy.
- D. Develop and conduct technical and fiscal assessments of program outcomes and results and present to senior management.

Performance Indicators:

- a. Clientele and agency staffs receive professionally prepared status and other reports in a timely manner.
- b. Activities are performed as detailed in the annual work plan.
- c. Recommendations to senior management are researched, developed collaboratively, and presented in a complete and clear manner.

4. Principal Responsibility

Represent the agency at public meetings, interagency task forces, and to give presentations at public forums and address inquiries concerning the CWL Act and agency funding programs so that the public has the benefit of accurate information about the CWL Act and other agency programs.

Priority: A

5% of time

Discretion: A

Task Statements

- A. Prepare and give presentations to various groups.
- B. Respond to agency staff, local governmental units, and the public for information.
- C. Promote sound water and soil resource management principles and stewardship of natural resources.
- D. Participate, as assigned, on interagency workgroups and committees.

Performance Indicators:

- a. Adequate and timely information is provided to various groups and the public.
- b. Prompt response is given to request for information.
- c. Agency policies and interests are adequately represented.

5. Principal Responsibility

Analyze programs, proposed legislation, rules, regulations, and procedures of federal, state, and local government related to surface water management and provide policy guidance to the Regional Operations Section and Senior Management Team of the agency as appropriate.

Priority: B

5% of time

Discretion: B

Task Statements

- A. Review all pertinent proposed legislation, rules, regulations, and procedures of federal, state, and local government that relate to surface water management in a timely manner.
- B. Provide timely written and oral reports on policy matters.
- C. Make recommendations to senior management team on where the agency's rules, regulations, and policies need to be changed or modified to keep current with emerging technologies and public policy.
- D. Identify opportunities to reduce conflict and promote coordination between local water planning and management programs and other agency programs and authorities.

Performance Indicators:

- a. Agency policies and interests are adequately represented.
- b. Reports and recommendations are received in a timely manner; generally, this will be within 15 days after the review of the document is completed.
- c. Keeps BWSR staff apprised of legislation, rule, or program changes.

6. Principal Responsibility

To provide technical assistance to other agency staff so that on-going responsibilities of the agency are performed, and goals are met in a timely manner and maximize the staff efficiency.

Priority: C

5% of time

Discretion: B

Task Statements

- A. Develop, review, and comment on internal agency documents and guidance materials.
- B. Prepare and/or review technical documents on hydrology, stormwater management, BMP design and selection, and surface water quality. Provide timely written and oral reports on policy matters.
- C. Assist in the preparation of budget materials.
- D. Assist in the preparation of legislative initiatives and related background material.
- E. Carry out special assignments as requested by agency management.

Performance Indicators:

- a. Assignments are completed on time.
- b. Staff capabilities are utilized to the maximum extent possible.

Position Description C

Employee's Name:

PCN:

NATURE AND SCOPE (relationships; knowledge, skill, and abilities; problem solving and creativity, and freedom to act)

RELATIONSHIPS

This position reports directly to the southern regional supervisor. The supervisor provides general guidance, assigns projects, and adjusts priorities. Communication is maintained by frequent informal conversations, written reports requested from higher authority, and frequent evaluation of the position's annual plan of work. Since the priority activities of this position deal with interaction with local governmental units, regional staff, and staff within the Land & Water Section, the employee is expected to establish and maintain a strong liaison function with this broad range of clientele, agency staff, and state agencies that have authorities and/or programs that interact with the Clean Water Legacy Act and comprehensive local water management.

KNOWLEDGES, SKILLS, AND ABILITIES

Education:

Requires bachelor's degree with a major in Hydrogeology, Hydrology, Geology, Water and Land Management, Soil Science (with coursework in hydrogeology), Environmental or Natural Resources Science (with a water or soil sciences emphasis), or a closely related technical field. A master's degree in one of the above areas can substitute for one year of the experience required at hire.

Experience:

Three years of advanced professional experience in hydrology, limnology, and/or soil and water resource management. Experience must include a strong background in hydrology, ecological restorations, limnology, soil science and land use management.

Knowledge of:

- Advanced hydrologic principles and practices.
- Watershed planning, restoration, and protection.
- The structure of federal, state and local government, and other stakeholders involved in managing natural resources, and their roles in comprehensive local water planning, wetland management, and land use management.
- Political and fiscal processes related to water and soil conservation.

Ability to:

- Apply hydrologic expertise and program management knowledge to develop and implement strategies for watershed protection and restoration.
- Establish and maintain effective relationships with a variety of stakeholders, including state, local, and federal agency staff; board members; and private individuals.
- Evaluate, interpret, and develop sound recommendations for complex scientific, technical, and programmatic issues related to statewide watershed protection and restoration.
- Explain complex technical, scientific, political, and fiscal matters to the public orally and in writing.
- Present, discuss, and explain controversial matters in a professional manner, orally, and in writing.

- Work effectively on the legal and fiscal matters required to achieve program results.
- Conduct public speaking engagements with an interesting and informative presentation approach.
- Work independently and with inter and intra-agency teams without close supervision.
- Physically perform field investigations.

PROBLEM SOLVING AND CREATIVITY:

Key problem-solving areas are related to the need to evaluate data and make technical and policy recommendations based on professional judgment and advanced hydrologic expertise. Considerable opportunity exists for creative solutions to the problems that affect local government as they develop comprehensive water management plans, in the formulation of non-point source polluting restoration and protection plans, and in the formulation of possible solutions to water quality and quantity problems. Because of the diversity of federal, state, and local agencies dealing with water in Minnesota, it is likely that program or policy directions taken in support of a given action will impact on the programs of several other agencies or localities. Establishing and maintaining strong communication links, internally and externally, are essential elements of this position. The incumbent will request direction from the supervisor and agency senior managers when problems are unique or require policy changes.

FREEDOM TO ACT

Within established policy guidelines, this position has considerable independence and freedom to act in areas related to the fulfillment of job responsibilities. The employee must report to the Regional Supervisor as often as necessary to provide program updates and receive direction.