

JOB PERFORMANCE CATALOG
For

BIOLOGIST 2
and

BIOLOGIST 1 flexing
to Biologist 2 positions

To be used for developing Job Performance Plans
effective January, 2010

BIOLOGIST 2

Major Job Responsibilities

- 7101. Water Sample Collections and Analysis
- 7102. Review of Permit Applications and Compliance Reports
- 7103. Technical Training and Supervision
- 7104. Public Relations
- 7105. Complaint Investigations and Follow-up
- 7106. Program Coordination
- 7107. Data Analysis and Report Preparation
- 7108. Technical Assistance
- 7109. Emergency Response and Investigations
- 7110. Development of Water Quality Standards

7101. Water Sample Collections and Analysis

- 7101A. Contacts proper authorities in charge of an establishment before an anticipated sampling trip is to be made.
- 7101B. Upon entering an establishment or property (industrial, domestic waste treatment, mining site) the biologist promptly notifies the owner or manager of his or her presence and the purpose of this visit.
- 7101C. Takes and handles samples with care according to established standard methods.
- 7101D. Demonstrates proper use and maintenance of equipment.
- 7101E. Always makes routine chemical biological and bacteriologist analyses and bioassays in a prudent manner on water and wastewater samples in accordance with established standard methods and Departmental procedures.

7102. Review of Permit Applications and Compliance Reports

- 7102A. Promptly records permit applications and compliance reports in official ledger in a neat and concise manner.
- 7102B. Reviews all discharge monitoring reports for compliance or noncompliance with permit limitations.
- 7102C. Properly files compliance reports. Notifies dischargers found to be out of compliance by mail with a request for a response to the problem.
- 7102D. If violations continue, notifies the enforcement section through proper channels.
- 7102E. During the review of permit applications, notes all pertinent information necessary for the drafting of permits.
- 7102F. Uses applicable reference materials in conjunction with the review of the application.
- 7102G. Accurately assesses discharge characteristics and their instream effects.
- 7102H. Takes standards and treatment technology into consideration.
- 7102I. Drafts permit in a clear and logical manner.

- 7102J. Cooperates with the supervisor and field personnel in the development of site inspection lists.
- 7102K. Drafts and submits quarterly reports on schedule.
- 7102L. Corresponds and negotiates effectively with municipalities, industries, developers, and other agencies concerning NPDES permits, 404 permits, and noncompliance.
- 7102M. Coordinates 404 actions with other agencies.
- 7102N. Conducts site investigations to help determine the water quality impact of 404 related projects.
- 7102O. Provides technical assistance to 404 and NPDES permit coordinators.

7103. Technical Training and Supervision

- 7103A. Trains new employees in the use of equipment and provides orientation relative to the Division's programs.
- 7103B. Ensures that new employees are given additional material and/or written instruction and policy guidance with which to continue their training past the initial orientation stage.
- 7103C. Supervises new employees and provides additional on-the-job training in areas such as plant inspections, fish kills, hazardous material responses, and/or intensive surveys.
- 7103D. Maintains a high degree of awareness concerning the day to day activities of employees under his/her supervision.

7104. Public Relations

- 7104A. Establishes cooperative and effective working relationships with public agencies and always projects a professional public image.
- 7104B. Treats all individuals fairly, equally, and with proper courtesy.
- 7104C. Handles irate or difficult individuals calmly.
- 7104D. Never allows personal problems or biases to interfere with the performance of professional duties.
- 7104E. Always fulfills commitments made (appointments, written reports, etc.) to individuals on time.

7104F. Always responds to correspondence from concerned public, community groups, public officials, media, employers, and others quickly, thoroughly, and accurately according to guidelines.

7104G. Always quickly reviews and properly processes complaints from public officials, media, employers, and community organizations.

7105. Complaint Investigations and Follow-up

7105A. Gathers all available and pertinent information from the complainant.

7105B. Tactfully and courteously handles all conversations, including difficult situations such as complaint determination and irate complainants.

7105C. Quickly and correctly determines whether or not complaints fall under Health Department jurisdiction.

7105D. Always thoroughly completes and processes Standard Complaint Forms according to action needed to be taken.

7105E. Reviews and discusses complaints with supervisor or other staff when appropriate.

7105F. Ensures that complaints to be referred elsewhere are quickly referred to proper agencies.

7105G. Promptly investigates complaints with timely in-person visits or by sending written notices to require compliance with Health Department regulations.

7105H. Effectively secures voluntary compliance from all parties within a designated length of time.

7105I. Follows up complaints in the most timely manner to assure compliance has been obtained.

7106. Program Coordination

7106A. Coordinates daily activities and sampling trips with other employees and supervisors in order to assure availability of equipment and facilities.

7106B. Coordinates activities with other departments and agencies in order to prevent a duplication of effort.

- 7106C. Uses personal contacts, telephone, and written correspondence in an effort to coordinate activities. When necessary, follows up personal and telephone contacts with written correspondence for later reference.
- 7106D. Corresponds with the Division's 404 coordinator in the review, certification and mitigation of engineering plans and proposals which impact water quality or require state certification or permit from the Army Corps under section 404.
- 7106E. Corresponds with Division of Laboratory Services and EPA in order to coordinate the quality assurance program.
- 7106F. Coordinates with the Division of Construction Grants and Loans to help determine compliance schedules,
- 7106G. Coordinates activities of employees under his/her supervision so as to facilitate the maximum use of the facilities under his/her direction.
- 7106H. Uses proper channels and forms in the development of legal actions with the Office of General Council.

7107. Data Analysis and Report Preparation

- 7107A. Summaries and reports of findings based on analysis of available biological, chemical and physical data are clear, concise, logical, grammatically correct, and are promptly prepared.
- 7107B. Produces maps, charts, and graphs which are neatly and professionally done.
- 7107C. Produces illustrative material that contains consistent units of measurement and adequate keys for interpretation.
- 7107D. Data for other departmental personnel are reviewed when technical assistance is requested.

7108. Technical Assistance

- 7108A. Acts as liaison between department and other state and federal agencies, industries, and other private sector concerns to provide technical information as needed.
- 7108B. Thoroughly researches technical questions/situations and provides documentation.

7108C. Assists in planning water management programs using all available resources.

7108D. Effectively represents the department and department's policies in discussions with municipal, industrial, state, and federal officials.

7109. Emergency Response and Investigations

7109A. Gathers all available and pertinent information from information sources.

7109B. Follows proper procedure for notification and activation of State Emergency Response Network.

7109C. Follows proper procedure for notification of potentially impacted domestic, industrial water intakes.

7109D. Performs onsite investigations, takes sample collections, provides technical assistance, and coordinates with other emergency response agencies according to established procedures.

7109E. Coordinates close out activities and final compliance inspection, prepare summary reports, and coordinates divisional responses.

7110. Development of Water Quality Standards

7110A. Conducts research in a logical manner using applicable reference materials and the assistance of other technical staff.

7110B. Uses the technical expertise of outside agencies in order to develop realistic standards.

7110C. Writes presentations for new standards or standard revisions in an orderly and meaningful manner.

7110D. Uses proper channels in recommending new or revised standards.

7110E. Uses current literature and regulations when obtaining information concerning water quality criteria for various stream classifications or numerical limits.