

Appendix D

Job Descriptions of Underground Injection Control Staff

NE MEXICO STATE PERSONNEL BOARD
JOB DESCRIPTION QUESTIONNAIRE

AGENCY: Health and Environment Department	DIVISION: Environmental Improvement Division	AGENCY CODE: 01.665.51	POSITION NO:
NATURE OF REQUEST: <input type="checkbox"/> NEW POSITION <input checked="" type="checkbox"/> RECLASSIFICATION OF EXISTING POSITION		CURRENT CLASSIFICATION: Water Resource Specialist 2	
NAME OF INCUMBENT (If any): David G. Boyer	NAME OF IMMEDIATE SUPERVISOR: Maxine S. Goad	PROPOSED CLASSIFICATION: Water Resource Specialist 3	

TERM

TERM

FOR SPO USE ONLY

PMS SIGNATURE:	DATE:	CODE:	APPROVED CLASSIFICATION:
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TO BE COMPLETED BY INCUMBENT OR, IF NEW OR VACANT POSITION, BY IMMEDIATE SUPERVISOR

DESCRIPTION OF WORK: Using your own words, describe below the work performed. Avoid indefinite expressions such as "I assist in...". Instead, explain exactly what you do and how you assist. For example: "I receive, open, time-stamp, and route incoming mail." List each duty and responsibility. Do not tell us what your department does, tell us what you do. Don't be afraid to list specific tasks merely because you believe everyone knows what a person in your job does. List the most important duties first. In the column at the left, indicate the approximate percentage of time spent on each assignment. If certain duties have recently been added or changed, indicate in parentheses the approximate dates when you began performing the duties as you have described them.

% OF TIME	WORK PERFORMED
	Under general direction, using laws, agency rules, regulations, policies and procedures as guidelines:
15	Develops and implements a technical program for control of liquid waste discharges to the subsurface through injection wells. Activities in this regard include writing specific program methodologies that consider program objectives and goals and that consider program budget and personnel constraints. (4/1/80)
10	Reviews and evaluates federal and state ground water policies, programs, and regulations, to determine their relationship and identify areas in state regulations needing revision in order to be compatible with federal regulations and supervises participation by Water Resource Specialist 2 in this activity. (4/1/80)
10	Prepares reports to Environmental Protection Agency on status of Underground Injection Control program as required to fulfill conditions of federal grant. (4/1/80)
5	Drafts technical language for new regulations needed for ground water quality protection and presents testimony as an expert witness at public hearings and Water Quality Control Commission meetings. (4/1/80)
15	Critically reviews discharge plan applications for subsurface waste disposal sites and wells to ensure adequacy of protection of ground water quality as required by state and federal regulations. Performs site reviews which include examination of hydrologic, geologic, and geochemical parameters to determine susceptibility of ground waters to contamination and contaminant transport. Performs review of disposal well design to insure mechanical integrity, proper construction and operation to prevent fluid migration to areas of good water quality. (4/1/80)
5	Writes and edits staff memos and letters for the Director's signature and offers critical evaluations which form the basis of the Director's decisions on discharge plans submitted to comply with State Regulations. (4/1/80)

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NEW MEXICO STATE PERSONNEL BOARD
JOB DESCRIPTION QUESTIONNAIRE

Page 2 of 2

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NAME OF INCUMBENT (If any): David G. Boyer	NAME OF IMMEDIATE SUPERVISOR: Maxine S. Goad	PROPOSED CLASSIFICATION: Water Resource Specialist 3	

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% OF TIME	WORK PERFORMED
3	Prepares and presents written and oral testimony for hearings, litigation and court proceedings on adjudication matters relating to waste disposal applications. (4/1/80)
3	Reviews periodic monitoring reports of disposal site operation to ensure continued compliance with regulations. Examines disposal site water quality data and applies statistical techniques to detect trends in water quality and significance of changes. Makes recommendations for enforcement of other necessary action.
6	Confers and corresponds with professional geologic, hydrologic, and engineering consultants, attorneys, industrial representatives and the public on technical and regulatory matters relating to ground water quality.
5	Makes detailed investigations of hydrology and geology at subsurface liquid waste disposal sites that may include the use of mathematical and analytical data reduction techniques, and prepares written interpretative reports with conclusions and recommendations.
3	Coordinates design and implementation of field investigations to quantify ground water quality impacts at subsurface waste disposal sites, using expertise in hydrology, geology, and subsurface contaminant transport.
15	Supervises and trains other technical staff in the implementation of field investigations and surveys, in discharge plan review and evaluation procedures, and in other assigned duties. (4/1/80)
5	Interviews, hires and evaluates staff personnel as necessary.

CONTINUED ON REVERSE SIDE

If any machinery, special tools or equipment are used, list here and indicate whether they are used frequently, occasionally or once in a while.

Operate field vehicles, occasionally; installs and operates sampling and flow measurement, once in a while; operates core drilling machinery, once in a while.

☒ If an incumbent supervises other employees -- i.e. effectively recommends hiring or disciplinary actions and prepares performance evaluations -- list the names and job titles of those supervised.

☐ If an incumbent does not supervise but checks or assigns the work of other employees, list their names and job titles.

(Vacant) Environmental Scientist 2 (Proposed reclassification to Water Resource Specialist 2)

Judy Scallorn, Secretary 2

List the names and job titles of other employees performing the same tasks as this position.

Bruce Gallaher, Water Resource Specialist 3, Surveillance Section, Water Pollution Control Bureau

(Vacant) Water Resource Specialist 3, Ground Water Section, Water Pollution Control Bureau

SIGNATURE OF INCUMBENT:

I certify that the above statements are true.

David R. Boyer 10/30/80
Incumbent (If any) Date

SIGNATURE OF SUPERVISOR AND APPOINTING AUTHORITY:

I certify that the above statements, with the exceptions, comments and additions noted below, are correct and that the incumbent has been performing essentially the same duties since _____.

Maye S. Good 10/31/80
Immediate Supervisor Date

Appointing Authority

Date

FOR SPO USE ONLY

POSITION IS:

☐ NON-SUPERVISORY

☒ SUPERVISORY

NUMBER SUPERVISED:

POSITION REVIEWED:

☐ By itself

☐ In comparison to similar positions in agency

☐ In comparison to similar positions in other agencies

☐ By on-site desk audit (attached)

☐ By discussion with supervisor

DUTIES OF PRIMARY IMPORTANCE (i.e. class controlling)

% OF TIME

CLASS & LEVEL

REASON FOR APPROVED CLASSIFICATION:

NEW MEXICO STATE PERSONNEL BOARD

JOB DESCRIPTION QUESTIONNAIRE

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NATURE OF REQUEST: <input type="checkbox"/> NEW POSITION <input checked="" type="checkbox"/> RECLASSIFICATION OF EXISTING POSITION		CURRENT CLASSIFICATION: Environmental Scientist 2 TERM	
NAME OF INCUMBENT (If any): Vacant	NAME OF IMMEDIATE SUPERVISOR: David G. Boyer	PROPOSED CLASSIFICATION: Water Resource Specialist 2 TERM	

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% OF TIME	WORK PERFORMED
	Under direction of Water Resource Specialist 3:
10	Using State and Federal laws and regulations as guidelines, assists in development and implementation of a technical program for control of liquid waste discharges to the subsurface through injection wells. Activities in this regard include such things as: writing specific program methodologies, developing questionnaires and inventory forms, and using same to compile information on discharges. (4/1/80)
10	Reviews Federal and State ground water policies, programs, and regulations, to determine their relationship and identify areas in State regulations needing revision in order to be compatible with Federal requirements. (4/1/80)
5	Together with the Water Resource Specialist 3, prepares reports to Environmental Protection Agency on status of Underground Injection Control program as required to fulfill Federal grant conditions. (4/1/80)
5	Writes preliminary drafts of new regulations needed for ground water quality protection. (4/1/80)
10	Locates and inventories sources of liquid waste discharges to the subsurface including injection wells. This is accomplished through oral and written communication, review of files, and on-site inspections. (4/1/80)
5	Using a knowledge of current computer techniques, prepares and processes critical water quality monitoring data collected in the Underground Injection Control Program for entry in the EID ground water data management system. (4/1/80)
10	Critically reviews discharge plan applications for subsurface waste disposal sites and wells to ensure adequacy for protection of ground water quality as required by State and Federal Regulations. Performs site reviews which include examination of hydrologic, geologic, and chemical parameters to assess susceptibility of ground waters to contamination and contaminant transport. Performs review of disposal well design to insure mechanical integrity, proper construction and operation to prevent fluid migration to areas of good water quality. (10/1/80)

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JOB DESCRIPTION QUESTIONNAIRE

Page 2 of 2

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NATURE OF REQUEST: <input type="checkbox"/> NEW POSITION <input checked="" type="checkbox"/> RECLASSIFICATION OF EXISTING POSITION		CURRENT CLASSIFICATION: Environmental Scientist 2 TERM	
NAME OF INCUMBENT (if any): Vacant	NAME OF IMMEDIATE SUPERVISOR: David G. Boyer	PROPOSED CLASSIFICATION: Water Resource Specialist 2 TERM	

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% OF TIME	WORK PERFORMED
5	Writes and edits staff memos and letters for the Director's signature and offers critical evaluations which form the basis of the Director's decisions on discharge plans submitted to comply with State regulations. (10/1/80)
5	Prepares and presents written and oral testimony for public hearings, litigation, and court proceedings on adjudication matters relating to waste disposal application. (10/1/80)
10	Reviews periodic monitoring reports of disposal site operation to ensure continued compliance with regulations. Examines disposal site water quality data and applies statistical techniques to detect trends in water quality and significance of changes. Makes recommendations for enforcement or other necessary action.
5	Confers and corresponds with professional geologic, hydrologic and engineering consultants, attorneys, industrial representatives and the public on technical and legal matters relating to ground water quality.
5	Inventories published information on the lithology, water quality, and hydrologic characteristics of the State's aquifers to aid in the delineation for protection of underground sources of drinking water.
5	Makes investigations of varying detail in hydrology and geology at subsurface liquid waste disposal sites that may include the use of mathematical and analytical data reduction techniques, and prepares written interpretative reports with conclusions and recommendations.
5	Participates in sampling procedures and operates ground and surface water monitoring equipment to measure quality and quantity of effluents and ground and surface water.
5	Together with other staff, designs and implements field investigations to quantify ground water quality impacts at subsurface waste disposal sites, using expertise in hydrology, geology, and subsurface contaminant transport.

CONTINUED ON REVERSE SIDE

If any machinery, special tools or equipment are used, list here and indicate whether they are used frequently, occasionally or once in a while.

Operates field vehicles, frequently; operates computer terminal equipment, occasionally; installs and operates sampling and flow measurement equipment, occasionally; operates drilling and core machinery, once in a while.

☐ If an incumbent supervises other employees -- i.e. effectively recommends hiring or disciplinary actions and prepares performance evaluations -- list the names and job titles of those supervised.

☒ If an incumbent does not supervise but checks or assigns the work of other employees, list their names and job titles.

Judy Scallorn, Secretary 2

List the names and job titles of other employees performing the same tasks as this position.

Ron Conrad, Water Resource Specialist 2, Ground Water Section, Water Pollution Control Bureau, (WPCB)

Doug Jones, Water Resource Specialist 2, Ground Water Section, WPCB

Richard Raymondi, Water Resource Specialist 2, Ground Water Section, WPCB

Dennis McQuillan, Water Resource Spec 1 (underfilling Water Resource Spec 2), Survey and Mapping Section, WPCB

SIGNATURE OF INCUMBENT:

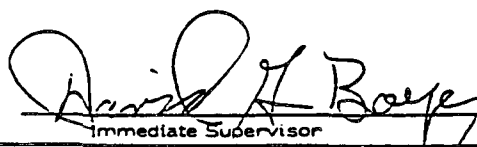
I certify that the above statements are true.

Incumbent (If any)

Date

SIGNATURE OF SUPERVISOR AND APPOINTING AUTHORITY:

I certify that the above statements, with the exceptions, comments and additions noted below, are correct and that the incumbent has been performing essentially the same duties since

 10/30/80

Immediate Supervisor

Date

Appointing Authority

Date

FOR SPO USE ONLY

POSITION IS:

☐ NON-SUPERVISORY

☒ SUPERVISORY

NUMBER SUPERVISED:

POSITION REVIEWED:

☐ By itself

☐ In comparison to similar positions in agency

☐ In comparison to similar positions in other agencies

☐ By on-site desk audit (attached)

☐ By discussion with supervisor

DUTIES OF PRIMARY IMPORTANCE (i.e. class controlling)

% OF TIME

CLASS & LEVEL

REASON FOR APPROVED CLASSIFICATION:

WATER RESOURCE SPECIALIST III
(WATER RESOURCE SPEC 3)

DEFINITION:

Performs specialized water resource program tasks.

SUPERVISION AND GUIDELINES:

Work is under general direction. Guidelines are laws, agency rules, regulations, policies and procedures.

EXAMPLES OF WORK PERFORMED:

For Assignment with the Natural Resources Department:

Prepares plans to conserve, control, and distribute water resources; makes field and office investigations of water resources for administration and adjudication of water rights and water resource development; determines the effects of appropriations of water on surface and ground water sources; solves hydrologic problems; computes schedules and actual deliveries of water pursuant to interstate water compacts and court decrees; identifies past and present uses of water in river basins and underground basins for use in interstate stream compact litigation, other court proceedings and water right administration; advises legal staff on technical matters in agency hearings or court proceedings; prepares technical papers and reports on water and land resources, uses and status; prepares and edits technical, basic-data and biennial reports; confers and corresponds with water users, consultants, attorneys, and the public in technical water resource related matters; supervises, directs and trains subordinate personnel; performs related duties as required.

For Assignment with the Health & Environment Department:

Designs and implements technical elements of ground water quality monitoring programs including well design and placement, parameter selection data collection frequencies and sampling procedures; critically reviews hydrogeologic and geochemical aspects of discharge plans to determine compliance with state and federal water quality laws, regulations and standards; writes and edits staff memos and letters for the Director's signature and offers critical evaluations which form the basis of the Director's decisions on discharge plans submitted to comply with state regulations; evaluates complex mechanisms of contaminant transport through earth materials and fluvial systems; supervises and trains other technical staff in the implementation of monitoring programs and in discharge plan evaluation procedures; supervises the implementation and maintenance of a computerized ground water data management system for New Mexico ground water data; evaluates and identifies the need for developing new regulatory controls, drafts technical language for new regulations and presents testimony as an expert witness at public hearings and Water Quality Control Commission meetings; writes and edits interpretive technical reports incorporating statistical data reduction techniques to present the results of monitoring and other basic data collection programs; confers with other technical, legal and planning staff on a variety of water resource policy issues, enforcement matters and program activities relating to ground water quality.

DISTINGUISHING CHARACTERISTICS:

At this level of the series, incumbents are involved in the planning and monitoring of water resource program activities and the solution of technical problems.

MINIMUM QUALIFICATIONS:

1. Any combination of education, training or experience in water resource program activities, hydrology, engineering, mathematics, agriculture, agronomy, surveying or the physical sciences totaling eight (8) years.
2. Good knowledge of water resource laws, agency policies, procedures, rules and regulations, state water resources, mathematics, hydraulics, hydrology, basic statistics, engineering principles and supervisory techniques.
3. Ability to communicate verbally and in writing; to accurately perform mathematical computations; to prepare, read and analyze technical data; to supervise.

WORKING CONDITIONS:

Work may be performed in the field. May be required to accept change of geographical assignment. Travel will be required.

Approved: 8/1/79

Revised: 10/3/79

WATER RESOURCE SPECIALIST II
(WATER RESOURCE SPEC 2)

DEFINITION:

Performs specialized water resource program tasks.

SUPERVISION AND GUIDELINES:

Work is under direction. Guidelines are laws, agency rules, regulations, policies and procedures.

EXAMPLES OF WORK PERFORMED:

For Assignment with the Natural Resources Department:

Advises state, federal and local agencies and the public on location and availability of water and existing water rights; makes aquifer tests and analyzes data to determine aquifer characteristics; analyzes hydrological and climatological data for river and reservoir operations, water resource planning, water use determination and administration of water rights and interstate compacts; coordinates the collection of field data on water-use for water rights administration, court proceedings and development of water resources; makes recommendations on water use requirements; drafts hydrological surveys and/or technical papers and reports on water and land resources, uses and status; prepares information for and testifies at agency hearings or court proceedings on water related matters; confers and corresponds with water users and the public on water resource related duties as required.

For Assignment with the Health & Environment Department:

Locates and inventories sources of liquid waste discharges to the subsurface; collects and evaluates geologic, hydrologic and chemical data to assess the ground water pollution potential resulting from industrial, municipal and agricultural waste disposal practices; critically reviews hydrogeologic and geochemical aspects of discharge permit applications to determine compliance with state and federal water quality laws, regulations and standards; maintains and expands ground water quality monitoring programs by servicing and supervising construction of field instrumentation, and coordinating data collection activities; prepares and presents oral testimony at court proceedings and public hearings; writes and edits interpretive technical reports incorporating statistical data reduction techniques to present the results of monitoring and other basic data collection programs; confers and corresponds with professional consultants, attorneys, representatives of industry and the public on matters relating to wastewater discharges and ground water quality.

DISTINGUISHING CHARACTERISTICS:

At this journeyman level of the specialist series, incumbents independently analyze water resource data. Incumbents are also involved in the administration of water resource activities.

MINIMUM QUALIFICATIONS:

1. Any combination of education, training or experience in water resource program activities, hydrology, engineering, mathematics,

agriculture, agronomy, surveying or the physical sciences totaling six (6) years.

2. Good knowledge of mathematics, hydraulics, hydrology, basic statistics, engineering principles and supervisory techniques; some knowledge of water resource laws, agency policies, procedures, rules and regulations, and state water resources.
3. Ability to communicate verbally and in writing; to accurately perform mathematical computations; to supervise.

WORKING CONDITIONS:

Work may be performed in the field. Some assignments may require manual labor and work in inclement weather. May be required to accept change of geographical assignment. Travel will be required.

Approved: 8/1/79

Revised: 10/3/79