Appendix D

Job Descriptions of Underground Injection Control Staff

SEEV 3/78

NE MEXICO STATE PERSONNEL BOAR

JOB DESCRIPTION QUESTIONNAIRE

IACENCY.	Health and	Innuciou Facilitation	AGENCY CODE:	POSITION NO:	
	onment Department	DIVISION: Environmental	01.665.51	03111011110	
		Improvement Division DIVIDOR	CURRENT CLASSIF	I ICATION:	
		SSIFICATION OF EXISTING POSITION	4 !		Z TERM
NAME OF I	NCUMBENT (If any):	NAME OF IMMEDIATE SUPERVISOR:	PROPOSED CLASSII		
David	G. Boyer	Maxine S. Goad	Water Resource	Specialist:	TERM
		FOR SPO USE ONLY.			
PMS SIGNA	TURE:	DATE: CODE:	APPROVED CLASSII	FICATION:	
TO BE COM	PLETED BY INCUMBENT OR,	IF NEW OR VACANT POSITION, BY IM	MEDIATE SUPERVISOR		
as "I assist and route in Don't be afr most impor If certain di performing	in". Instead, explain exact coming mail." List each duty a raid to list specific tasks merely tant duties first. In the column		example: "I receive, oper our department does, tell at a person in your job do centage of time spent on e	n, time-stamp, us what you do. es. List the ach assignment.	
% OF TIME		WORK PERFORMED			
	Under general direct procedures as guidel	ion, using laws, agency rul ines:	es, regulations,	policies and	
15	discharges to the sul regard include writing	nts a technical program for bsurface through injection on specific program methodo and that consider program	wells. Activitie logies that consi	s in this der program	nts.
	regulations, to deter regulations needing r	s federal and state ground raine their relationship and revision in order to be completed by Water Resource Spation	d identify areas patible with fede	in state ral regulatio	
10		Environmental Protection Age ogram as required to fulfill -			
i	protection and presen	guage for new regulations ne its testimony as an expert w Commission meetings. (4/1	vitness at public	water quality hearings and	
	sites and wells to en required by state and include examination o determine susceptibil transport. Performs	scharge plan applications faure adequacy of protection federal regulations. Perform f hydrologic, geologic, and ity of ground waters to con review of disposal well des struction and operation to uality. (4/1/80)	of ground water forms site reviews I geochemical para tamination and co ign to insure med	quality as which meters to ntaminant hanical	
](offers critical evalu	f memos and letters for the ations which form the basis bmitted to comply with Stat	of the Director'	s decisions	
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NE MEXICO STATE PERSONNEL BOAR'

JOB DESCRIPTION QUESTIONNAIRE

Page 2 of 2

46 L1:0Y:	Health and	DIVISION: Environ	mental	AGENCY CODE:	POSITION NO	
1	ronment Department	Improvement Di		01.665.51	·	
	REQUEST: NEW PO		<u>, , , , , , , , , , , , , , , , , , , </u>	CURRENT CLASSIF	ICATION:	
	XXX RECLAS	SSIFICATION OF EXISTI	NG POSITION 🖣	Water Resource	Specialist .	2TERM
	NCUMBENT (If any):	NAME OF IMMEDIATE S		1		1
David	l G. Boyer	Maxine S. Go	ad	Nater Resource	Specialist:	3TERM
		FOR SPO USE				
PIMS SIGNA	TURE:	DATE:	CODE:	APPROVED CLASSI	FICATION:	j
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	PLETED BY INCUMBENT OR,					
as "I assist and route in Don't be afr most impor- If certain du performing	ON OF WORK: "Using your own in". Instead, explain exact coming mail." List each duty a aid to list specific tasks merely tant duties first. In the columnuties have recently been added o the duties as you have describe	ly what you do and how you and responsibility. Do not because you believe ever at the left, indicate the ap r changed, indicate in par d them.	a assist. For example, tell us what your yone knows what a proximate percententheses the approximate sections.	mple: "I naceive, oper department does, tell a person in your job do tage of time spent on e	n, time-stamp, us what you do. es. List the ach assignment.	
% OF TIME		WORK PERFO	RMED			
3	Prepares and present court proceedings on tions. (4/1/80)	s written and ora adjudication mat	il testimony ters relatin	for hearings, ng to waste dis	litigation a posal applic	nd a-
3	Reviews periodic mon continued compliance data and applies sta and significance of necessary action.	with regulations tistical technique	 Examines es to detect 	disposal site water	water qualit er quality	· •
6	Confers and correspo consultants, attorne and regulatory matte	ys, industrial re	presentative	es and the publi	and enginee ic on technic	ring cal
5	Makes detailed inves waste disposal sites data reduction techn conclusions and reco	that may include iques, and prepar	the use of	mathematical ar	nd analytical	1
3	Coordinates design a ground water quality expertise in hydrolo	impacts at subsur	rface waste	disposal sites.	usina	
15	Supervises and trains investigations and so and in other assigned	urveys, in dischar	rge plan rev	e implementatio iew and evaluat	n of field ion procedur	es,
5	Interviews, hires and	d evaluates staff	personnel as	s necessary.		
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j						
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If any machinery, special tools or equilibrium entiare used, list here and indicate whether time are used frequently, occasion	mily
or once in a white.	
Operate field vehicles, occasionally; installs and operates sampling and flow measurement, once in a while; operates core drilling machinery, once in a whil	le.
YX If an incumbent supervises other employees — i.e. effectively recommends hiring or disciplinary actions and prepare performance evaluations — list the names and job titles of those supervised.	res
If an incumbent does not supervise but checks or assigns the work of other employees, list their names and job titles	s.
(Vacant) Environmental Scientist 2 (Proposed reclassification to Water Resour	
Specialist 2)	
Judy Scallorn, Secretary 2	
Bruce Gallaher, Water Resource Specialist 3, Surveillance Section, Water Pollu Control Bureau	tion
(Vacant) Water Resource Specialist 3, Ground Water Section, Water Pollution	
Control Bureau	
SIGNATURE OF INCUMBENT:	1/20
I certify that the above statements are true.	30/50
SIGNATURE OF SUPERVISOR AND APPOINTING AUTHORITY:	ave
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	-
i	
Maxie S. Load 10/31/80	
Maye S. Load 10/31/80 Immediate Supervisor Date Appointing Authority Date	te
FOR SPO USE ONLY	te
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SPE-212 REV 3/78

NEV MEXICO STATE PERSONNEL BOAR

JOB DESCRIPTION QUESTIONNAIRE

AGENCY:	Health and	DIVISION: Environm	ental	AGENCY CODE:	POSITION NO:	7
Envi	ronment Department	Improvement_Div	ision	01,665,51		-
ATURE O		OSITION		CURRENT CLASSIF	ICATION:	
		SSIFICATION OF EXISTI		Environmental	Scientist 2 T	<u>E</u> RM
1	NCUMBENT (If any):	NAME OF IMMEDIATE S		PROPOSED CLASSII		
V.	acant	David G. Boye	<u>r</u>	Water Resource	: Specialist 2	_TERM
	-	FOR SPOUSE	ONLY	APPROVED CLASSI	FICATION	-
PMS SIGN	ATURE:	DATE:	CODE	AFFROVED CEASS!	-10A 1 10N:	1
TO 65 604	APLETED BY INCUMBENT OR,	IE NEW OR VACANT POS	SITION BY MANE	DIATE SUPERVISOR		
						7
DESCRIPT	ION OF WORK: Using your own	words, describe below th	u assist. For example	mple: "I receive, oper	n, time-stamp,	1
l and route u	ncoming mail." List each duty	and responsibility. Do not	t tell us what your	outantment utes, tail	us v at you do.	
Don't be af	raid to list specific tasks merely tant duties first. In the column	y because you believe ever	yone knows what a nomicimate nercen	. person in your job do tage of time spent on e	es. List the	
If certain d	uties have recently been added of	or changed, indicate in par	rentheses the appro	eximate dates when you	began	1
	the duties as you have describe					
% OF TIME		WORK PERFO	RMED]
i	Under direction of V	Nater Resource Spe	ecialist 3:	•		Ì
10	Using State and Fode	wal laws and most	ulations as s	uidalimaa saa		1
] '0	Using State and Fede opment and implement	rai laws allu regu	itations as g	for control of	ists in devel-	' [
	discharges to the su	ibeurface through	inication w	lor control of	liquid waste	1
	regard include such					1
	oping questionnaires	and inventory fo	rms and usi	no same to com	oile informati	I,
7	on discharges. (4/1	/80)	inis, and as	ing same to comp	one impringer	1"
	(,,,	, 55,	•			ſ
10	Reviews Federal and	State ground wate	r policies.	programs, and i	regulations.	1
	to determine their r	elationship and i	dentify area	s in State requ	lations	
	needing revision in	order to be compa	tible with F	ederal requirem	nents. (4/1/80	•
_	1			·	- ' ' '	
5	Together with the Wa	ter Resource Spec	ialist 3, pr	epares reports	to Environ-	[
	mental Protection Ag	ency on status of	Underground	Injection Cont	rol program	
	as required to fulfi	Il Federal grant	conditions.	(4/1/80)	•	
5	Whites proliminary d					
. 5	Writes preliminary d protection. (4/1/80	ratts of new regu	lations need	ed for ground w	ater quality	
	procection: (4/1/80	1				
• 10	Locates and inventor	ies sources of lie	nuid waste d	ischarges to th	e subsumface	
. •	including injection	wells. This is a	complished	through oral an	d written	
	communication, review	w of files, and or	n-site insped	tions (4/1/8	0)	
			•	, , ,	,	
5	Using a knowledge of	current computer	techniques,	prepares and p	rocesses	
	critical water quali	ty monitoring data	a collected i	in the Undergro	und Injection	
	Control Program for	entry in the EID o	ground water	data managemen	t system.	
	(4/1/80)				}	
3.0	C ::: 33				}	
10	Critically reviews d	ischarge plan appl	ications for	' subsurface wa:	ste disposal	
	sites and wells to en	isure adequacy for	protection	of ground water	quality as	
	required by State and	rederal Regulati	ons. Pertor	ms site reviews	s which	
	include examination of	or nyarologic, geo	logic, and c	nemical paramet	ters to assess	
	susceptibility of gro	ound waters to con	ramination a	nd contaminant	transport.	
	Performs review of di proper construction a	nd operation to a	n to insure	mechanical inte	egrity,	
	water quality. (10/1		revent iluid	migration to a	rusas of Good	
j	44411031 (10/1	, 55 ,				
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NEW MEXICO STATE PERSONNEL BOAPT

JOB DESCRIPTION QUESTIONNAIRE

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AGENCY	Health and	CIVISION: Enviro	nmental	AGENCY CODE:	POSITION NO:	
	ronment Department	Improvement D	<u>ivision</u>	01.665.51		
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		SSIFICATION OF EXISTI		PROPOSED CLASSIF	Scientist 2 TERM	
	NCUMBENT (If any):	David G. Bo		Water Resource	1	ERM
		FOR SPO USE		- Twater Nesource	specialise 2	-1111
PMS SIGNA	TURE:	DATE:	TCODE:	APPROVED CLASSIF	ICATION:	
			1			
TO BE COM	PLETED BY INCUMBENT OR,	IF NEW OR VACANT POS	SITION, BY INTIME	DIATE SUPERVISOR		
DESCRIPTI	ON OF WORK: Using your own	words, describe below th	ne work performed	. Avoid indefinite expr	essions such	
as "Lassist	in". Instead, explain exact	ly what you do and how yo	u assist. For exa	mple: "I receive, open	, time-stamp,	
Control afr	econing mail." List each dubra aid to list specific tasks merely	ent responsibility. Do no v because vou believe ever	t tell us what your Typne knows what a	i decartment does, tell i a person in vour job doe	us what you do.	
most import	tant duties first. In the column	at the left, indicate the a	pproximate percen	itage of time spent on ea	ich assignment.	
	ities have recently been added o		rentheses the appr	oximate dates when you	began	
% OF TIME	the duties as you have describe	WORK PERFO	21450			
2 OF INCE		WORK PERFO				
_		CC			· ·	
5	Writes and edits sta	ff memos and lett	ers for the	Director's sign	ature and	
•	offers critical eval	uations which for	m the basis	of the Director	's decisions	
	on discharge plans s	ubmitted to compl	y with State	regulations.	(10/1/80)	
5	Duananae and auconat		3 4			
5	Prepares and present	s written and ora	l testimony	for public hear	ings,	
	litigation, and cour disposal application	t proceedings on	aajuaication	matters relati	ng to waste	A
	disposal application	. (10/1/80)				
10	Reviews periodic mon	itorina reporte a	f disposal s	ita anamatian t		
10	continued compliance	with regulations	Framinac	disposal site w	o ensure	
į	data and applies sta	tistical techniqu	. Examines	tronds in water	ater quality	
	significance of change	nes Makes recom	mendations f	or enforcement	r quality and	
	necessary action.	ges. Takes Tecom	menda e rons - r	or enrorcement (or orner	
5 -	Confers and correspon	nds with professi	onal geologi	c, hydrologic ar	nd engineerind	
}	consultants, attorney	ys, industrial re	presentative	s and the public	on technical	
	and legal matters rel	lating to ground i	water quality	y.	1	
_						
5	Inventories published	information on i	the lithology	y, water quality	, and	
	hydrologic characteri	istics of the Stai	e's aquifer:	s to aid in the	delineation	
Ì	for protection of unc	ierground sources	of drinking	water.		
5	Makes investigations	of varying dotail	' in bydnole:			
, j	Makes investigations liquid waste disposal	sites that may i	include the	gy and geology a	t subsurface	
ĺ	analytical data reduc	tion techniques	merude energiani	ise of mathemati	cal and	
j'	reports with conclusi	ons and recommend	and prepares	s written interp	retative	
İ	reports with conclusi	ons and recommend	acions.			
5	Participates in sampl	ing procedures an	nd operates o	round and surfa	ce water	
	monitoring equipment	to measure qualit	v and quanti	ity of effluents	and ground	
<u> </u>	and surface water.	1	, qua,, c ,	' cy or cirractics	and ground .	
ł						
5	Together with other s	taff, designs and	implements	field investiga	tions to	A
[0	quantify ground water	quality impacts	at subsurfac	e waste disposa	l sites.	
ļ	ising expertise in hy	drology, geology,	and subsurf	ace contaminant	transport.	
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If any machinery, special tools or equilient are used, list here and indicate whether time are used frequently, or once in a while.	ccasiorally
Operates field vehicles, frequently; operates computer terminal equipment ally; installs and operates sampling and flow measurement equipment, occa operates drilling and core machinery, once in a while.	c, occasion- sionally;
If an incumbent supervises other employees — i.e. effectively recommends hiring or disciplinary actions and performance evaluations — list the names and job titles of those supervised.	d prepares
XXXIII an incumbent does not supervise but checks or assigns the work of other employees, list their names and jo	ob 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 Pol 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 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 to	hat the
incumbent has been performing essentially the same duties since	
Agrical A Brever 10/20/80	
Ammediate Supervisor Date Appointing Authority	Date
FOR SPO USE ONLY POSITION IS: NON-SUPERVISORY SUPERVISORY In comparison to similar positions in agency In comparison to similar positions in other agencies NUMBER SUPERVISED: By on-site desk audit (attached) By discussion with supervisor	Date
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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 agrigultural 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:

 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.

- 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