

**CLASS SPECIFICATION**

1/11/18

SENIOR WATER BIOLOGIST, 7859

Summary of Duties: Supervises professional and technical scientific staff in a Division of the Bureau of Sanitation in activities related to water regulations, monitoring and analyses, water quality research, and in the performance of microscopic, biological, toxicological, bioassay, and biomass examinations; directs ocean monitoring or public health programs; prepares complex analyses and reports required by various regulatory agencies; determines and establishes methods and procedures to be followed in conducting research programs; may assist in directing the activities of a small laboratory; and does related work.

Distinguishing Features: A Senior Water Biologist is responsible for supervising the activities of a specific function or specialty in a laboratory facility. Assignments are made in general terms a laboratory manager and are primarily concerned with planning, assigning, and reviewing the work of Water Biologists and Laboratory Technicians. An employee of this class is responsible for developing laboratory techniques, conducting research programs, making work assignments, reviewing test results. A Senior Water Biologist frequently receives project directions, but not technical supervision. A Senior Water Biologist frequently contacts EPA and California regulatory agency testing laboratories and other academic authorities in refining methodologies and up-to-date requirements. A Senior Water Biologist may assist in managing sections of the laboratory in the absence of a Wastewater Treatment Laboratory Manager.

Incumbents are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance, training and professional development of subordinates.

Examples of Duties:

- Reviews and maintains standard operating procedures;
- Ensures the quality of all data generated through the activities of subordinate professional and technical scientific staff;
- Designs and implements programs in compliance with Federal and State water quality regulations;
- Functions as a liaison with the public, environmental groups, and government agencies involved in water quality regulation;
- Recommends purchase, design, and construction of new or improved measuring or testing equipment for use in the field;
- Requisitions supplies and equipment for the section;
- Recommends capital improvements such as new instrumentation or equipment;
- Assists in preparing operation and maintenance budgets for the section;
- Performs routine administrative responsibilities such as weekly reports to management,

- strategic planning and goals, and other related responsibilities;
- Administers progressive discipline and grievance handling;
- Fulfills supervisory equal employment opportunity responsibilities set forth in the City's Equal Employment Opportunity Program including communicating equal employment information to employees; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:**Knowledge of:**

- The principles of botany and biology, including marine biology, algology, limnology, zoology, and toxicology;
- Microscopic plant and animal life as found in fresh water, sea water, and wastewater;
- Laboratory procedures, techniques, and instrumentation;
- Safe working practices and procedures;
- OSHA regulations as applied to the laboratory and treatment plant environment;
- Water pollution regulations;
- The use, parts, and optics of the compound microscope;
- The use of field equipment used in making plankton surveys, benthic sediment surveys, and gathering limnological oceanographic data;
- Laboratory procedures, particularly as related to biological and toxicological analyses of water and wastewater samples;
- Statistics and experimental design sufficient to test hypotheses in the most accurate and economical way possible;
- Proper use and maintenance of laboratory equipment, including the sterilization of glassware;
- Sanitary and safety procedures required in a laboratory;
- The California Department of Health Services and the Environmental Protection Agency regulations for biological and toxicological testing at public water supplies;
- Supervisory responsibilities as set forth in the City's Equal Employment Opportunity Program; and
- City Personnel rules, policies, and procedures.

The ability to:

- Analyze and evaluate operations and develop policies and procedures to effect corrective actions;
- Initiate, layout, and supervise the performance of special analyses;
- Develop and administer special projects;
- Analyze, interpret, and prepare laboratory reports;
- Establish and maintain laboratory records;
- Deal tactfully and effectively with agencies, unions and public officials; and
- Establish and maintain a work environment to enhance both employee morale and productivity.

Minimum Requirements:

Two years of full-time paid professional experience in the class of Water Biologist II with the City of Los Angeles, performing a variety of biological and toxicological tests in a laboratory.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; arm, hand, and finger dexterity with both hands involved in activities such as reaching and handling; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.6 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.