

# **SWAMP Manual**

CA Surface Water Ambient Monitoring Program (SWAMP)

2023-02-03

# Table of contents

<b>Welcome</b>	<b>4</b>
<b>About SWAMP</b>	<b>5</b>
Overview . . . . .	5
SWAMP Resources . . . . .	5
<b>I   Administrative goodies</b>	<b>7</b>
<b>1   Onboarding</b>	<b>8</b>
1.1 HR forms . . . . .	8
1.2 Bargaining units . . . . .	8
1.3 Leave types . . . . .	9
1.4 CalPERS . . . . .	9
1.4.1 Medical coverage . . . . .	10
1.4.2 Retirement benefits . . . . .	10
1.5 Timesheets & Pay . . . . .	10
1.6 Office- and Remote-centered work . . . . .	10
1.7 Equipment . . . . .	10
<b>2   Travel</b>	<b>11</b>
2.1 Quick links . . . . .	11
2.2 Travel Overview . . . . .	11
2.3 Contacts . . . . .	12
<b>3   Training</b>	<b>13</b>
3.1 Contacts: . . . . .	13
3.2 Internal: . . . . .	14
3.3 External: . . . . .	14
3.4 Resources: . . . . .	15
3.5 Recommended On-demand Training Resources: . . . . .	16
<b>4   Tech Access, Setup, &amp; Support</b>	<b>17</b>
4.1 Need equipment? . . . . .	17
4.2 Remote desktop vs. VPN . . . . .	17
4.3 Accessing & downloading software . . . . .	17

4.4	Community . . . . .	18
<b>5</b>	<b>Procurement</b>	<b>19</b>
5.1	Technical . . . . .	19
5.2	Office supplies . . . . .	19
5.3	Monitoring supplies? . . . . .	19
<b>6</b>	<b>Offboarding</b>	<b>20</b>
6.1	HR forms . . . . .	20
6.2	CalPERS . . . . .	20
6.3	Bargaining Units . . . . .	20
6.4	Timesheets & Pay . . . . .	20
6.5	Equipment . . . . .	20
<b>II</b>	<b>Values</b>	<b>21</b>
<b>7</b>	<b>Culture</b>	<b>22</b>
<b>8</b>	<b>Code of Conduct</b>	<b>23</b>
<b>9</b>	<b>Expectations</b>	<b>24</b>
9.1	Work schedule . . . . .	24
9.2	Communication . . . . .	24
9.3	Expectations of rank-and-file . . . . .	24
9.4	Expectations of supervisors . . . . .	24
9.5	Professional development . . . . .	24
	<b>Contacts</b>	<b>25</b>
	SWAMP Team . . . . .	25
	SWAMP IQ Team . . . . .	25
	<b>How to contribute</b>	<b>27</b>
	<b>References</b>	<b>28</b>

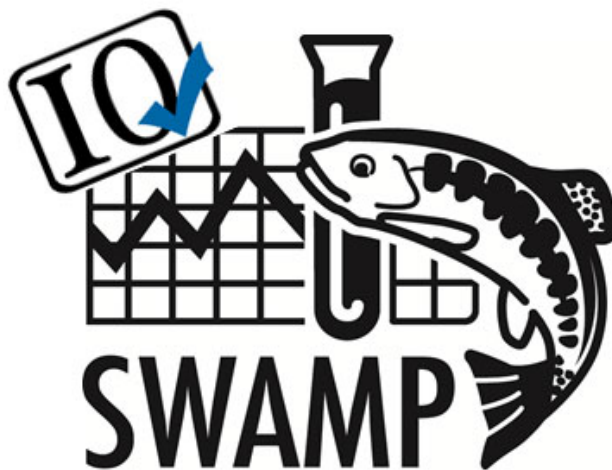
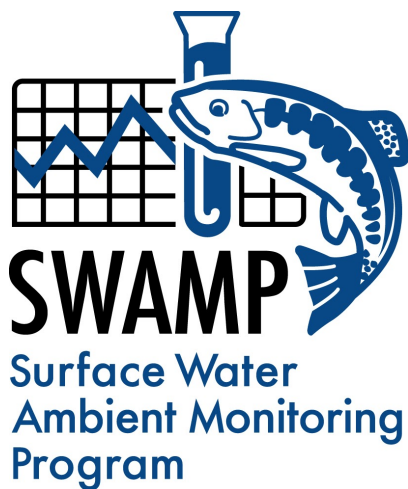
# Welcome

This is an online reference and resource written by and for the Surface Water Ambient Monitoring Program ([SWAMP](#)) at the [California State Water Resources Control Board](#) (State Water Board).

The SWAMP Team is composed of multiple team members at the State Water Board within the SWAMP Unit, SWAMP Information Management and Quality Assurance Center ([SWAMP IQ](#)), and others in the Office of Information Management and Analysis ([OIMA](#)).

Content in this manual includes loosely curated information that members of the SWAMP Team have found helpful to support onboarding/offboarding, collaboration, communication, and our collective culture. It is a place to document institutional knowledge and provide references to available resources.

This is a [Quarto book](#), and is in development. If you have suggestions for additions or revisions you think should be incorporated into this book, please follow the guidance provided on the [How to contribute](#) chapter.



# About SWAMP

## Overview

SWAMP sits within the Water Board's Office of Information Management and Analysis (OIMA), which serves as an advocate for data management, a bridge between data collectors and users, as well as, provides transparency of the Water Board's information management infrastructure.

The SWAMP mission is to provide resource managers, decision makers, and the public with timely, high-quality data, information and tools needed to evaluate the condition of all surface waters throughout California.

SWAMP accomplishes this through carefully designed, externally reviewed statewide and regional surface water monitoring programs, and by assisting other entities state-wide in the generation of comparable data that can be brought together in integrated assessments that provide answers to current management questions.

In addition to providing information and tools, SWAMP's vision is to help enhance monitoring, assessment and reporting activities throughout the Water Boards.

SWAMP IQ strives to promote question-driven monitoring, and to ensure the highest quality data is used to evaluate the health of California's water bodies.

SWAMP IQ assists ambient monitoring projects and programs throughout the state by offering resources that support each stage of water quality monitoring, from sample collection to data entry, as well as providing quality assurance review, verification, and data storage.

## SWAMP Resources

- For an overview of SWAMP - please see the [SWAMP website](#) and [SWAMP IQ website](#).
- **The SWAMP Strategic Action Plan (SAP)** describes current program priorities, and strategies to meet program goals and make our vision and mission concrete: [SWAMP SAP, 2020 - 2023](#)
- **The SWAMP Quality Assurance Program Plan (QAPP)** provides a detailed overview of SWAMP monitoring standards and requirements: [SWAMP QAPP, 2022-2024](#)

- For an overview of OIMA - please see the [OIMA website](#)
- The OIMA Strategic Data Action Plan (SDAP) describes current OIMA priorities and strategies to meet the office's goals: [OIMA SDAP](#)
  - The [OIMA SDAP Project Portfolio Write-ups](#) provide a summary and status of all ongoing SDAP Projects.

## **Part I**

# **Administrative goodies**

# 1 Onboarding

Here is a non-comprehensive, but hopefully informative guide to onboarding to the SWAMP Unit. The majority of this information in this section is aimed towards starting at SWAMP as a rank-and-file (non-supervisory) state employee. Please re-reference this page throughout your time at SWAMP!

## 1.1 HR forms

On your starting day, you will receive a package of forms and documents from the HR department including:

- Your duty statement
- Tax forms
- Direct deposit forms
- Questionnaires (diversity, military)
- CalPERS forms
- Leave forms
- Medical insurance forms

You will also be asked to submit a photocopy of either your passport or a combination of your driver's license and social security card to the HR representative (currently Alicyn Chappelle). All forms apart from the medical insurance forms must be submitted within the first couple of days. Medical insurance forms must be submitted within the first 60 days for you to qualify for enrollment; however, the sooner you submit these forms the sooner you will have health coverage.

## 1.2 Bargaining units

Each classification within the SWAMP unit is associated with a bargaining unit. The bargaining units, with the State, determine many of the benefits & guidelines described here. For that reason, you should read the latest contract or Memorandum of Understanding (MOU) for your bargaining unit to determine benefits as applicable for you. Additional benefits specific to your bargaining unit may exist for you based on the MOU that are not described in this



manual. Finally, supervisory positions may have varying benefits beyond those listed in this manual.

SWAMP Position Classification	Bargaining Unit	CBID
Scientific Aid	11	R11
Environmental Scientist (incl. Senior Specialist)	10	R10
AGPA	1	R01
Senior Environmental Scientist - Supervisory	10	S10

## 1.3 Leave types

When onboarded, employees in most classifications will be able to select a leave type: **annual leave** vs. **vacation/sick leave**. Comparisons of leave accrual and use between leave types are available in [this chart](#).

Important FAQ for leave types:

- You are only allowed to switch leave types every 2 years. Check with our HR liaison about switching leave types.
- Leave types are also connected to different types of non-work-related disability leave, which may impact your income should you need to go on disability leave. Non-work-related disability leave types are compared for Unit 10 employees on this [flyer](#). More information about non-work-related disability leave is also available on the EDD [website](#).
- Leave accrual can be impacted by the number of days/hours you work in a month.

### Need additional leave?

Under the [Voluntary Personal Leave Program](#), you can exchange a percentage of your salary to accrue additional leave hours per month. See the link above for more information, and contact our personnel specialist for more details.

## 1.4 CalPERS

CalPERS is the [California Public Employees Retirement System](#), which you will be enrolled in as a new employee. It provides benefits including medical coverage (health, dental, and vision insurance) and retirement for employees of the state of California.

### 1.4.1 Medical coverage

You should select health insurance by submitting the appropriate forms within 60 days of starting with the State. If you select health insurance, you will pay the difference between what the state provides for healthcare (a base amount yearly) and the total cost for your selected health insurance. Employees may elect to receive cash in lieu of their state-sponsored medical insurance and/or dental insurance plan through the [FlexElect](#) program. You must certify you have qualifying group health and/or dental insurance through a spouse, domestic partner, or other source.

You can make changes to your health, dental, and vision insurance selections two ways:

1. Annually during open enrollment, which occurs in the fall of each year. Your new insurance selections begin the following January.
2. After a [qualifying event](#) in your life.

To learn more about the health coverage available to you, please visit the CalPERS website. We include some helpful links below:

- [CalPERS Health Program Guide](#) (pdf) – broad overview of the health program
- [CalPERS 2023 Health Benefits Summary](#) (pdf) – description of different health plans and their statewide availability
- [CalPERS 2023 Plans & Rates](#) (web link)

### 1.4.2 Retirement benefits

## 1.5 Timesheets & Pay

## 1.6 Office- and Remote-centered work

## 1.7 Equipment

## 2 Travel

Exempt, excluded, and represented state employees may be eligible for the reimbursement of authorized out-of-pocket expenses that are reasonably, actually, and necessarily incurred as a result of conducting state business

### 2.1 Quick links

- [Travel Reimbursements](#)
- [HR Allowances and Travel Reimbursements](#)
- [Water Board's Travel Page \(Intanet\)](#) - can only access on VPN
- [Travel Forms \(Intranet\)](#) - can only access on VPN

### 2.2 Travel Overview

The [Travel Help Desk](#) can provide assistance or answer questions about making travel reservations, recommendations while traveling, and asking for reimbursement when you return. The Travel Help Desk for the Waterboards is comprised of the Travel Unit staff in the Accounting Office as part of the Division of Administrative Services.

Visit [CalTravelStore](#), a self-serve site for all government business travel needs. Travelers are able to make reservations for lodging, airfare, rental car & rail fare through Concur which is personalized to meet the needs of State government travelers.

#### **CalTravelStore New User Registration**

For new users to be added to CalTravelStore to begin making reservations, contact the CalATERS Travel Help Desk.

Email: [CalATERS-Travel@waterboards.ca.gov](mailto:CalATERS-Travel@waterboards.ca.gov)

Phone: (916) 341-5036

#### **TIPS:**

1. Receipts should be submitted for every item of expense of \$25 or more. When receipts are not required to be submitted with a travel expense claim, it is the employee's responsibility to maintain receipts and records of their actual expenses. Read more information on reimbursement [here](#).
2. Know your [reimbursement rates](#)! State employees may be eligible to receive reimbursement for expenses such as:
  - Method of travel (transportation)
  - Meals and incidentals
  - Short-term lodging
  - Out-of-state travel
  - Out-of-country travel
  - Personal vehicle mileage
  - Other actual and necessary business and/or travel costs incurred while conducting official state business

## 2.3 Contacts

**CalATERS Travel Help Desk**

**Phone:** (916) 341-5036

**Email:** [CalATERS-Travel@waterboards.ca.gov](mailto:CalATERS-Travel@waterboards.ca.gov)

## 3 Training

As a Water Boards employee, you have access to training and training-related services to support your personal and professional development, all in support of the Water Boards' mission. Training Services is comprised of the *Training Academy* and *Training Office*, which offer different types of training and which you access differently.

- *Water Board Training Academy*
  - Offers in-house virtual and in-person training courses
  - Staff self-register for courses via the [Academy Registration System \(GSMU\)](#) - follow [these instructions on how to attend Academy courses](#)
  - Works with staff to develop new classes
- *Water Boards Training Office*
  - Gives access to external events (trainings, conferences, PE/PG license preparation classes and higher education requests)
  - Always submit a TRF to your [Training Liaison](#) - follow [these instructions on how to attend external events](#)
  - **Never** pay for a class yourself, without explicit pre-approval from the Training Office (or you won't be eligible for reimbursement)

### 3.1 Contacts:

- Training Liaison: Devan Burke
- Backup Training Liaison: Melissa Morris

## 3.2 Internal:

- Internal Training refers to in-house training courses supported by the *Water Board Training Academy*.
- **How to sign up for Internal Water Board Training Academy Courses:**
  - Watch your inbox for course announcement emails
  - Search the [Academy Registration System](#)
  - Explore the FY 22/23 Academy Course Catalog ([Excel](#)) ([PDF](#))
- **Approval Process:**
  - Self-register on the [Academy Registration System](#)
  - Download the current [TRF](#)
  - Fill out the TRF and obtain management approvals (digital signature)
  - Email completed TRF to your **Training Liaison** (please do not email to the **Training Office**)
- **Attendance Reminder:** To receive attendance credit, you must be present and participate for the entirety of the course or you will receive a [no-show](#). Although we understand that emergencies arise during training, missing more than 15-minutes of any course will result in a no-show with no attendance credit given. This is a Training Services guideline that cannot be overruled by the instructor. To ensure proper attendance, rename your video box to list your first and last name.

## 3.3 External:

- External Training refers to external events (training, conferences, PE/PG license preparation classes and higher education requests) supported by the *Water Boards Training Office*.
- **When is Training Office Approval Required?**
  - There is a registration/tuition cost
  - There are travel costs (hotel, car rental, per diem, etc.)
  - You want the event added to your training history
- **How to sign up for (non-Academy) External Training:**

- Download the current [TRF](#)
  - Fill out the TRF and obtain approvals (digital signature)
  - Email completed TRF to your Training Liaison
  - Training Liaison submits TRF to Training Office for processing, by submission deadline
  - Training Office emails you the approved TRF when registration is complete
- **How to sign up for (non-Academy) Conferences:**
    - Be prepared to plan head when requesting to attend any Conference or External Training. Visit the [FY 22/23 Training Submittal Deadlines](#) to begin planning your request. The current submission deadline for Conferences is **35 business days prior to the registration deadline**.
    - Download the current [TRF](#) and [Conference Package](#)
    - Fill out the TRF and Conference Package and obtain approvals (digital signature)
    - Attach copy of registration form, event agenda, meal or session preferences (if applicable), etc.
    - Email completed TRF and Conference Package to your Training Liaison
    - Training Liaison submits them to Training Services for processing
    - Training Services emails you the approved TRF when approval is received

### 3.4 Resources:

- [Training Forms](#)
- [Water Board's Training Services Page \(SharePoint\)](#)
- [Training FAQ's](#)
- [Training Services Registration Guidelines](#) (Visit if you're unsure of the training type you're wanting to attend)
- [FY 22/23 Training Submittal Deadlines](#)

### 3.5 Recommended On-demand Training Resources:

- [College of Water Informatics \(CoWI\) Data Tool Kit](#)
- [Tribal Historical and Legal Foundations](#)
- [Tribal Cultural Resources](#)
- [Tribal Cultural Awareness and California Native American History](#)
- [CA Water Quality Law 101](#): foundational training in CA law including Porter Cologne Water Quality Control Act, Federal Clean Water Act, Basin Plans, etc.



## 4 Tech Access, Setup, & Support

Pheew!

### 4.1 Need equipment?

### 4.2 Remote desktop vs. VPN

### 4.3 Accessing & downloading software

- ESRI Services (ArcGIS Pro/ArcGIS Portal)
  - **ArcGIS Pro** is the main desktop GIS application available to Water Boards staff. ArcGIS Pro can be downloaded from the Software Center. If you do not see ArcGIS Pro in the Software Center, contact the Help Desk at [help@waterboards.ca.gov](mailto:help@waterboards.ca.gov) so that they can add it your list of available applications. Future releases of ArcGIS Pro and other ESRI applications should be automatically added to the Software Center as they are approved by DIT. You can use the Software Center to update your installation.
  - The **Water Boards ArcGIS Portal** (<https://gispublic.waterboards.ca.gov/portal/>) is an online platform for publishing and sharing ESRI-produced GIS resources with others at the Water Boards. These resources can also be shared with people outside of the Water Boards (with approval). For those familiar with ArcGIS Online, ArcGIS Portal is the enterprise version of ArcGIS Online. With ArcGIS Portal, you can:
    - \* Create and share maps, story maps, and other applications
    - \* Search for GIS content within the Water Boards
    - \* Create groups to share GIS information with colleagues
    - \* Download maps, layers, and GIS data for use in ArcGIS Pro and other applications

To activate your Water Boards ArcGIS Portal membership (required for viewing, downloading, and publishing resources on the portal), email the DIT GIS Unit at [gis@waterboards.ca.gov](mailto:gis@waterboards.ca.gov).

To log into Portal, use the same username and password that you use for your state-issued laptop or computer.

- \* Username: The default format is “[your work PC login]@EPA” (e.g. jsmith@EPA)  
OR “epa\[your work PC login]” (e.g. epa\jsmith)
- \* Password: [your work PC password]
- Public sharing: Resources published on the ArcGIS Portal can be shared outside of the organization to the public (no Portal log-in required), but this requires approval from the DIT GIS Unit. See the Public Sharing Requirements on the GIS Unit wiki ([start \[gis\] \(ca.gov\)](#)) and ensure that you complete each one of the steps before you submit a completed Public Publishing Form to the GIS Unit. The approval process can take some time, depending on how complex your project is and how busy the GIS Unit staff are, so plan ahead if you are working against a deadline.
- For more information about ArcGIS Pro and the Water Boards ArcGIS Portal, view the [GIS Unit wiki](#).

## 4.4 Community

# **5 Procurement**

How do we get the items we need?

## **5.1 Technical**

## **5.2 Office supplies**

## **5.3 Monitoring supplies?**

## **6 Offboarding**

You're moving on and up – here's what you need to know & do before we wish you a fond farewell.

### **6.1 HR forms**

### **6.2 CalPERS**

### **6.3 Bargaining Units**

### **6.4 Timesheets & Pay**

### **6.5 Equipment**

# **Part II**

# **Values**

## 7 Culture

What's our group culture, and what do we want it to be?

## 8 Code of Conduct

Let's write one & discuss!

## **9 Expectations**

For all SWAMP staff members

### **9.1 Work schedule**

### **9.2 Communication**

### **9.3 Expectations of rank-and-file**

### **9.4 Expectations of supervisors**

### **9.5 Professional development**



# Contacts

We should ask whether internal or team contact information goes here :)

## SWAMP Team

Name	Title	Program Area
Ali Dunn	Senior Environmental Scientist, Supervisor, Unit Lead	Statewide SWAMP Coordinator of statewide monitoring programs, plans and budgets Staff supervisor
Anna Holder	Environmental Scientist	Bioaccumulation Program Coordinator Data science and science communication Openscapes
Corey Clatterbuck	Environmental Scientist	Healthy Watersheds assessment and data integration lead Data science and science communication Openscapes
Mary Tappel	Environmental Scientist	Webpage updates
Michelle Tang	Environmental Scientist	Data science, data visualization and programming (JavaScript, Python)
Shuka Rastegar-pour	Environmental Scientist	Bioassessment Program Coordinator
Sydney Rilum	California Sea Grant Fellow	Data science, data visualization and science communication

## SWAMP IQ Team

Name	Title	Program Area
Tessa Fojut	Senior Environmental Scientist, Supervisor, Unit Lead	SWAMP Quality Assurance Officer Database Manager
Candace Levesque	Environmental Scientist	Bioassessment (algae) Data Manager
Cui (Scarlett) Li-Gherman	Scientific Aid	
Delany Broome	Environmental Scientist	Chemistry Data Manager
Jennifer	Environmental Scientist	Tissue Data Manager
Salisbury		CEDEN Vocabulary Manager
Kimberly Pham	Environmental Scientist	Chemistry Data Manager
Lindsey Metz	Environmental Scientist	Microbiology Data Manager
Tony Gill	Environmental Scientist	Toxicity Data Manager SPoT Program Coordinator
Toni Marshall	Environmental Scientist	Bioassessment (benthic macroinvertebrates) Data Manager

# How to contribute

In summary, this book has no content whatsoever.

## References