SWAMP Manual

CA Surface Water Ambient Monitoring Program (SWAMP)

2/3/23

Table of contents

Welcome **4**

About SWAMP **5**

I Administrative goodies **6**

1 Onboarding **7**
1.1 HR forms . . . 7
1.2 CalPERS . . . 7
1.3 Bargaining Units . . . 7
1.4 Timesheets & Pay . . . 7
1.5 Office- and Remote-centered work . . . 7
1.6 Equipment . . . 7

2 Travel **8**
2.1 Quick links . . . 8
2.2 Travel Form FAQs . . . 8
2.3 Contacts . . . 8

3 Training **9**
3.1 Contacts: . . . 9
3.2 Internal: . . . 10
3.3 External: . . . 10
3.4 Resources: . . . 11
3.5 Recommended On-demand Training Resources: . . . 12

4 Tech Access, Setup, & Support **13**
4.1 Need equipment? . . . 13
4.2 Remote desktop vs. VPN . . . 13
4.3 Accessing & downloading software . . . 13
4.4 Community . . . 13

5 Procurement **14**
5.1 Technical . . . 14
5.2 Office supplies . . . 14

5.3 Monitoring supplies? 14

6 Offboarding **15**
6.1 HR forms 15
6.2 CalPERS 15
6.3 Bargaining Units 15
6.4 Timesheets & Pay 15
6.5 Equipment 15

II Values **16**

7 Culture **17**

8 Code of Conduct **18**

9 Expectations **19**
9.1 Work schedule 19
9.2 Communication 19
9.3 Expectations of rank-and-file 19
9.4 Expectations of supervisors 19
9.5 Professional development 19

Contacts **20**

How to contribute **21**

References **22**

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 Unit have found helpful to support onboarding/offboarding, collaboration, communication, and our collective culture. It is 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

This is a book created from markdown and executable code.

Test: SWAMP is the best!

Part I

Administrative goodies

1 Onboarding

This is the page for onboarding. Please re-reference this page throughout your time at SWAMP!

1.1 HR forms

1.2 CalPERS

1.3 Bargaining Units

1.4 Timesheets & Pay

1.5 Office- and Remote-centered work

1.6 Equipment

2 Travel

This is the page for travel

2.1 Quick links

2.2 Travel Form FAQs

2.3 Contacts

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

Phew!

4.1 Need equipment?

4.2 Remote desktop vs. VPN

4.3 Accessing & downloading software

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 :)

How to contribute

In summary, this book has no content whatsoever.

References