



Classification: Environmental Scientist
 Position Number: 880-250-0762-191

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-250-085	Classification Title: Environmental Scientist	Position Number: 880-250-0762-191
Incumbent Name: Vacant	Working Title: Environmental Scientist	Effective Date: January 2024
Tenure: Permanent	Time Base: Full Time	CBID: R10
Division/Office: Division of Water Quality		Section/Unit: Ocean Standards Unit
Supervisor's Name: Kat Faick		Supervisor's Classification: Senior Environmental Scientist, Supervisory

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the close supervision of a Senior Environmental Scientist and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
Position Description
The Environmental Scientist is responsible for analyzing and evaluating issues and approaches to protect ocean water quality and the development of water quality control plans and policies, or amendments thereof. The Environmental Scientist is expected to work independently, communicate effectively, manage multiple tasks and assignments, and become proficient in administering the public review and board adoption process.



Essential Functions (Including percentage of time):

30%	Develop and prepare amendments to statewide water quality control plans and policies, such as the Water Quality Control Plan for Ocean Waters of California, for the State Water Resources Control Board's consideration of adoption. Conduct project scoping and prepare project charters. Apply scientific methods and principles to research, analyze, and evaluate biological, chemical, physical water quality issues and potential regulatory solutions. Formulate recommendations for management and State Water Board members on the development and designation of beneficial uses of ocean waters, appropriately protective water quality objectives, implementation programs, and exceptions to ensure the continued protection of ocean water quality.
30%	Administer the public review and board adoption processes, as required, including preparing and coordinating the review of environmental documents (e.g., staff reports, mitigated negative declarations, etc.), public notices, responses to public comments, presentations, administrative records, and other necessary documentation. Prepare and deliver briefings and public presentations. Prepare project schedules and apply project management methods to ensure effective project coordination, track tasks and assignments, and meet project deadlines.
20%	Support internal and external customers by providing scientific guidance on issues related to water quality, oceanography, marine biology, and related subjects. Represent the State Water Resources Control Board, promote partnerships, and facilitate collaboration by participating in technical, intra-agency, and inter-agency committees and working groups, such as those related to Marine Protected Areas and State Water Quality Protection Areas.
15%	Represent the Water Boards in outreach and engagement efforts, including giving presentations, facilitating meetings and workshops, and conducting Tribal consultations. Conduct community and Tribal outreach and engagement, establish and maintain partnerships, and foster open communication for voices from historically underserved and disadvantaged communities, including conducting outreach and analyses and developing findings consistent with Water Code section 13149.2. Conduct programmatic assessments and identify actions to implement the Water Board's Racial Equity Resolution, Racial Equity Action Plan, Human Right to Water Resolution, and Climate Change Resolution in developing, amending, and implementing water quality control plans and policies. In cooperation with the Communications Office and the Office of Public Participation develop talking points, presentations, and outreach material for members of the media and the public. Clearly convey complex analyses and concepts to diverse audiences and respond to technical and regulatory questions.

Marginal Functions (Including percentage of time):

5%	Perform other duties as required.
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Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. The job requires the ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.



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Typical Working Conditions:

The incumbent works remotely or on the 15th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. Regular telework may occur as part of the incumbent's ongoing regular schedule in accordance with the California Environmental Protection Agency Telework Policy and Procedures.

The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, is rare but may be necessary during critical project phases or when the department is mission tasked. Travel is occasionally required locally and within the state.

Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

YES NO

Employee Name	Employee Signature	Date