



Classification: Environmental Scientist
 Position Number: 880-260-0762-016

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-260-055	Classification Title: Environmental Scientist	Position Number: 260-0762-016
Incumbent Name: Vacant	Working Title: Environmental Scientist	Effective Date: March 2024
Tenure: Permanent	Time Base: Full Time	CBID: R10
Division/Office: Office of Enforcement		Section/Unit: Special Investigations Unit
Supervisor's Name: Tomas Eggers		Supervisor's Classification: Senior Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement

Under the close supervision of a Senior Water Resource Control Engineer 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 conducting enforcement investigations and providing timely compliance analysis and assistance to the public and staff within the Department, by phone, e-mail, mail, and in person. The incumbent is required to work independently, communicate effectively, manage multiple tasks and become proficient in collecting evidence during field inspections and analyzing data from regulatory databases. The ES must produce timely, complete written work product in the form of compliance inspection reports, records of communication, technical memoranda and emails. Daily proficient utilization of office equipment and the Microsoft Office Suite is required. Regular use of personal protective equipment and safety protocols is required when in the field. The incumbent must develop a working knowledge of the California Water Code, Water Board-enforced portions of the California Code of Regulations, and the General Discharge Permits issued by the State and Regional Water Boards.



Essential Functions (Including percentage of time):	
45%	Investigates complaints and suspected violations regarding illegal dumping, pollution, pesticides, or permit violations for facilities located throughout the state. Determines sampling locations and methods and collects and analyzes scientific evidence for use in assessing chemical, biological, and physical impacts to receiving water. Uses scientific expertise to determine the cause of the violations and identify the impact of the violation on water quality. Conducts interviews with informants, witnesses, and public officials to determine the nature of suspected violations and to obtain evidence. Documents gathered evidence. Review scientific information collected while doing the investigation. Analyze the circumstances surrounding those violations, recommend enforcement actions and draft the enforcement actions. Coordinate multi-agency investigations. Collaborate closely with assigned attorneys and provide technical expertise in settlement negotiations.
35%	Examine the performance of various scientific Water Board programs (e.g. wastewater treatment, operator certification, storm water) and help establish statewide policy, particularly related to enforcement of water quality laws and regulations. Collect scientific enforcement data to determine if programs are administered consistently, effectively, and efficiently. Use scientific knowledge to evaluate potential shortcomings and make recommendations to improve program performance. Create scientific reports that describe the methods, analysis, and conclusions of the program review. Present results to State and Regional Water Boards, Water Board staff, and stakeholder groups.
15%	Prepare and present enforcement training materials for State and Regional Water Board staff. Training includes, but not limited to: evidence gathering, sample collection, and conducting interviews. Assist Regional Board field investigations to improve statewide consistency.
Marginal Functions (Including percentage of time):	
5%	Perform other duties as required.
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. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.	
Typical Working Conditions:	
The incumbent works on the 23rd floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary for field work or when the department is mission tasked. Travel may be required locally and within the state.	



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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