



Classification: Senior Environmental Scientist
 (Supervisory)
 Position Number: 880-120-0764-015

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-120-072	Classification Title: Senior Environmental Scientist (Supervisory)	Position Number: 880-120-0764-015
Incumbent Name: Vacant	Working Title: (optional)	Effective Date: March 2024
Tenure: Permanent	Time Base: Full Time	CBID: S10
Division/Office: San Francisco Bay Regional Water Quality Control Board (Region 2)		Section/Unit: Southeast Bay Section
Supervisor's Name: Keith Lichten		Supervisor's Classification: Supervising Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the general direction of the Watershed Management Division Manager, a Supervising 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 incumbent directs the activities of the Division's Southeast Bay section. The section consists of technical staff responsible for: 1) Implementing the municipal stormwater program across the Region. This includes the Municipal Regional Stormwater Permit, applicable to large cities and counties in the Region, and the Small and Non-Traditional MS4 General Permit, applicable to the North Bay counties and the non-traditional permittees throughout the Region. 2) Providing oversight of Caltrans stormwater compliance and handling all Caltrans Clean Water Act section 401 Water Quality Certification (WQC) applications. 3) Implementing the WQC program in the Region's South and Central Bay counties.



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Essential Functions (Including percentage of time):

<p>30%</p>	<p>In collaboration with external stakeholders and consistent with supervisor’s priorities, manage the municipal stormwater program and WQC projects by scoping, planning, tracking, communicating, and revising schedules to ensure workload is completed and deadlines are met. Establish, adapt, and meet milestones and completion dates of assigned tasks and projects. Prepare and revise annually the Region’s Municipal Stormwater Workplan. Oversee the implementation of the Municipal Regional Stormwater Permit, including the review of annual reports received from all municipal stormwater dischargers and permit reissuance every five years. Participate in meetings with permittees, other stakeholders, the Water Boards, and others. Prepare and review of scientific written materials such as letters, reports, memos, presentations, and draft policies. Participate in reissuance of the Caltrans and Statewide Small MS4 permit every five years. Oversee, facilitate, and provide technical and policy advice on the setting of priorities and revisions to regional, statewide, and federal policies for stormwater discharge, and for permitting approaches responsive to climate change and anticipated sea level rise.</p> <p>Use scientific methods and principles in overseeing the Region’s permittees under the statewide Small and Non-Traditional Urban Runoff Stormwater NPDES Permit under Section 402 of the Federal Clean Water Act, and Reports of Waste Discharge (ROWDs) under the Porter-Cologne Act. Apply scientific principles and skills to evaluate technical designs and systems to manage stormwater that effectively remove pollutants, maximize groundwater recharge, and protect stream stability. Participate in the implementation of TMDL-related requirements and assist the Region’s Planning Division in updating TMDLs as appropriate relative to the Section’s stormwater and WQC program responsibilities. Also, as appropriate, provide information and data management through computer databases and modelling and/or data analysis software and systems. Lead and participate in meetings with the Water Board, dischargers, permittees, and interested stakeholders, including members of the public and appropriate agencies. Communicate orally and in writing via email, written reports, project correspondence, power point presentations and meetings with peers, supervisors, management, and external stakeholders. Provide status of tasks or projects, share technical and regulatory information, seek input, and facilitate and support decisions. Complete periodic program reporting to their Division Manager, Executive Management, and the Board.</p>
<p>20%</p>	<p>Supervise, plan, organize, and direct the work of the section, including preparing individual work plans, training staff, providing day-to-day guidance, reviewing completed work, participating in meetings with stakeholders, and preparing items for Board action. Ensure work products are completed in a timely manner. Conduct site inspections, attend in and out-of-office meetings, review permit applications and relevant policies, case laws, and gray literature. Review staff work products, participate in regular meetings with the Division Manager, Executive Management, Board Members, and others. Participate in Board meetings and prepare key work products to augment staff work.</p>



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20%	<p>In the WQC program, use scientific methods and principles in reviewing draft Water Quality Certifications under Section 401 of the Clean Water Act, and draft Waste Discharge Requirements under the Porter-Cologne Act related to dredge or fill of streams, wetlands, and other waters, and assisting staff with review of WQC applications and ROWDs for creek and wetland fill. Perform detailed scientific technical review of the applications for impact avoidance and minimization to beneficial uses of streams and wetlands including wildlife habitats, fish spawning, fish migration and endangered species protection. Track staff workloads, coordinate with staff on permitting, database entry, and related issues to ensure timely and effective permitting of WQC applications, and coordinate with the Water Board's WQC program lead to ensure consistency and effective program implementation. Review and edit staff work products. Participate, as necessary, in statewide roundtable meetings, Water Board meetings, stakeholder and field meetings, and related work.</p>
20%	<p>Represent the Regional Board on statewide and regional issues and coordinate the Region's municipal stormwater permitting and related 401 cert and WDR activities with the Division Manager, State Water Resources Control Board, U.S. EPA, dischargers, other regions, and other divisions within the San Francisco Bay Region. Participate in the Stormwater Roundtable and, as needed, in other statewide program forums. Represent the Regional Board at meetings of public agencies, respond to public inquiries, participate at regional conferences, and promote outreach on regulations and permitting approaches for the regulation of stormwater pollutants. Work collaboratively in groups internally and with external stakeholders to develop technical, regulatory, and procedural recommendations for projects and issues related to expertise and assignments. Coordinate with stakeholders on permits and work consistent with the State Water Board's racial equity resolution, the Water Board's Strategic Workplan, and related actions.</p>

Marginal Functions (Including percentage of time):

5%	<p>Perform administrative work associated with this position, including performance evaluations, oversight of time tracking, mandatory training, and output reporting.</p>
5%	<p>Perform other duties as required.</p>

Typical Physical Conditions/Demands:

The job requires extensive use of an agency-provided personal computer and the ability to sit/stand at a desk, communicate regularly through Microsoft Teams, and type on a keyboard for extended periods of time. The job requires the ability to navigate a wide range of field conditions for compliance inspections, including municipal stormwater management systems, industrial facilities, and construction sites.

Typical Working Conditions:

The standard work schedule is Monday through Friday. 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 Name	Employee Signature	Date