



Classification: Environmental Scientist
 Position Number: 880-130-0762-069

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-130-131	Classification Title: Environmental Scientist	Position Number: 880-130-0762-069
Incumbent Name: Vacant	Working Title: Environmental Scientist	Effective Date: TBD
Tenure: Permanent	Time Base: Full time	CBID: R10
Division/Office: Central Coast Water Board		Section/Unit: Cannabis
Supervisor's Name: Elaine Sahl		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 (Supervisory) 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 applies permitting and cleanup requirements at cannabis cultivation sites to protect water quality.



Essential Functions (Including percentage of time):	
35%	Implement the Cannabis Regulatory Program. Respond to requests for information or technical assistance associated with enrolling for coverage under and complying with the Cannabis General Order. Using scientific protocols, prepare and review technical correspondence, plans, assessments, reports, permits, grants, contracts, and other documents. Conduct and participate in enrollment enforcement and compliance assistance activities and assess compliance with permits, enforcement orders, and water quality regulations including the Porter-Cologne Water Quality Control Act, Clean Water Act, and water quality control plans. Review and enter data and information and related correspondence (e.g., enrollments, monitoring, inspections, and technical reports) in the Water Board's electronic tracking and filing systems.
25%	In close coordination with other Water Board departments and divisions and/or partner agencies, plan, organize and conduct environmental site investigations and facility inspections. Review aerial imagery, water quality models, enrollment data and other information. Gather evidence and information during pre-project reconnaissance, inspections, and interviews and by coordinating with law enforcement and other investigative personnel. Collect waste, soil, and water quality measurements and samples for analysis. Identify natural and manmade water features including streams and wetlands and conduct environmental assessments, including threats to water quality from anthropogenic activities. Assess biological and resource impacts from cannabis cultivation discharges. Assess compliance with the requirements of the Cannabis General Order. Develop inspection reports documenting observations, assessments, and directives. Recommend and conduct enforcement actions based on inspection observations. Maintain, calibrate, operate, and train other staff on proper use of monitoring equipment.
25%	Perform and assist on complex environmental and scientific investigations, analyses, research, surveys, and studies. Create and utilize innovative data and database management, analysis, and visualization tools including, but not limited to, geographic information systems (GIS), SQL, Microsoft Power Platform, Access, Visual Basic for Applications (VBA), Tableau, statistical analysis software, iMacros, and other scripts and code.
Marginal Functions (Including percentage of time):	
10%	Participate at meetings or in interviews with other state agencies, local governments, dischargers, consultants, public, media, and various task forces/enforcement committees. Develop presentation materials and conduct presentations of investigations at various conferences and meetings. Coordinate with other agencies regarding program implementation when there is a water quality nexus.
5%	Perform other duties as required.



Classification: Environmental Scientist
 Position Number: 880-130-0762-069

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit or stand at a desk, utilize a phone, and type on a keyboard for extended periods of time; to lift 15 pounds; to bend and reach above shoulders to retrieve files, documents, or equipment; and, during site inspections, to navigate uneven, rugged terrain outdoors for extended periods of time.

Typical Working Conditions:

The incumbent works primarily in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Some fieldwork and occasional overnight travel are required.

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