



Classification: Environmental Scientist  
 Position Number: 880-260-0762-017

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 23-260-058	<b>Classification Title:</b> Environmental Scientist	<b>Position Number:</b> 880-260-0762-017
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Fraud Examiner	<b>Effective Date:</b> June 2024
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-time	<b>CBID:</b> R10
<b>Division/Office:</b> Office of Enforcement		<b>Section/Unit:</b> Fraud, Waste and Abuse Prevention Unit
<b>Supervisor's Name:</b> Amantha Henkel		<b>Supervisor's Classification:</b> Senior Environmental Scientist

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

<b>General Statement</b>
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.
<b>Position Description</b>
The Environmental Scientist performs varied and complex scientific research and investigation work in the Office of Enforcement's Fraud, Waste and Abuse Prevention Unit. The incumbent is required to work independently and professionally, communicate effectively, and manage multiple tasks. The incumbent must maintain a high degree of confidentiality, and be able to travel statewide, including both day and overnight trips.
<b>Essential Functions (Including percentage of time):</b>



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30%	Independently perform complex scientific review and interpretation of technical reports and financial documents to determine if fraudulent activity is being conducted by site owners, consultants, and/or contractors against the Underground Storage Tank Cleanup Fund or other State Water Board financial assistance programs. Perform systematic, intensive investigations for use in the resolution of fraud, waste and abuse allegations against entities that receive state monies. Investigations include using fact finding strategies to determine the types of fraudulent schemes being used. Perform technical assessments and reviews. Analyze data from database systems (i.e., GeoTracker, SCUFIS, etc.) and hard copy files. Interpret water quality and environmental data, such as groundwater sampling field data sheets, laboratory chain of custody records, and waste disposal records.
25%	Perform technical research, review, and gather information on entities and individuals in fraud investigations. Technical research includes data collection and coordination, data verification, and developing and maintaining a tracking database. Use scientific background to identify errors in laboratory procedures and results. Coordinate with the Division of Drinking Water on potential sources of fraud and referrals to the Environmental Laboratory Accreditation Program.
20%	Prepare written reports detailing the results of the investigations including descriptive narratives, charts, graphs, and exhibits on entities and individuals involved. These reports may be used for cases of fraud and negligence that are referred to the Attorney General's Office, or other prosecutorial agencies for criminal and/or civil prosecution or presented to the State Water Board for administrative enforcement. Maintain confidential data integrity and tracking as required in enforcement cases.
10%	Apply scientific methods and principles in performing a variety of duties related to site inspections and field investigations. Conduct field work including surveillance of work performed onsite, confirming installation of equipment required, taking photographs, interviewing witnesses, comparison of witness statements to determine if misrepresentations have been made, and enforcement is warranted. Collect soil and groundwater samples as required. Track all complaints from initial receipt to conclusion.
10%	Provide technical expertise as requested by the Attorney General's Office or other prosecutorial agencies pertaining to the investigation conducted. Prepare for and make logical and convincing written and oral presentations. May be required to provide depositions, oral testimony and assist law enforcement agencies on search warrants served.
<b>Marginal Functions (Including percentage of time):</b>	
5%	Perform other duties as required.
<b>Typical Physical Conditions/Demands:</b>	



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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. Field work will, at times, require standing/sitting for extended periods of time, and in extreme temperatures throughout the workday.

**Typical Working Conditions:**

Hybrid work environment that includes work in an office setting and telework at home. In office, the incumbent works on the 23<sup>rd</sup> 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. Travel may be required locally and within the state.



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<b>Supervisor Statement</b>		
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