



Classification: Environmental Scientist  
 Position Number: 880-140-0762-073

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 23-140-0112	<b>Classification Title:</b> Environmental Scientist	<b>Position Number:</b> 140-0762-073
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Environmental Scientist	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time	<b>CBID:</b> R10
<b>Division/Office:</b> CRWQCB - Los Angeles Region		<b>Section/Unit:</b> Regional Programs Section/TMDL and Wetland and Riparian Protection Unit
<b>Supervisor's Name:</b> Céline Gallon		<b>Supervisor's Classification:</b> Senior Environmental Scientist (Supervisor)

<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 critical work in the Clean Water Act (CWA) Section 401 Certification and Waste Discharge Requirements Program. In that capacity, the Environmental Scientist plans, organizes, and is responsible for the timely completion of work and submittal of satisfactory products to develop and manage Dredge or Fill permits for the Los Angeles Region. In addition, the Environmental Scientist acts as a liaison to the California Department of Transportation (Caltrans) for dredge or fill projects. The Environmental Scientist is required to work independently, communicate effectively, and manage multiple tasks. Daily proficient utilization of office equipment and the Microsoft Office Suite is required. The Environmental Scientist is required to regularly perform site inspections.



<b>Essential Functions (Including percentage of time):</b>	
40%	Using scientific methods and principles, and in accordance with Water Board plans, policies and procedures, perform tasks necessary to regulate dredge and fill discharges to state waters. Review applications for dredge or fill permits for accuracy, completeness, and consistency with statutory, regulatory, and other policy requirements. Information to be reviewed may include California Environmental Quality Act (CEQA) documents, biological surveys, California Rapid Assessment Method (CRAM) assessments, wetland delineations, and mitigation and monitoring proposals. Work cooperatively with applicants to obtain a complete permit application in a timely manner. Coordinate with the U.S. Army Corps of Engineers and the California Department of Fish and Wildlife staff in conducting site inspections and in the review and processing of project applications. Develop and recommend conditions and mitigation and monitoring requirements. Draft enforceable permits or certifications for dredge and fill activities as needed to ensure projects will not exceed water quality objectives and will be implemented in accordance with relevant requirements.
20%	Provide guidance to Caltrans at all stages of project planning and implementation regarding compliance with Water Board-jurisdictional state and federal environmental laws, regulations, and policies. Provide environmental technical assistance, coordination and review services including but not limited to dredge/fill regulation compliance, advance mitigation, fish passage and other initiatives. Participate in early consultation for Caltrans projects, including participation in Project Development Teams (PDTs) and field review teams as scheduled by Caltrans and in coordination with the Water Board. Coordinate with Caltrans on prioritization and scheduling Caltrans related permit workload.
10%	Review submitted reports and conduct field inspections as needed to determine compliance with project permits. Employ standard field safety practices when traveling and working outside the office.
10%	Working with management and the Enforcement section, assist with enforcement actions as necessary by attending meetings, developing Notices to Comply, Notices of Violations, Administrative Civil Liabilities, participating in Board presentations, etc.
10%	Analyze, manage, and report program information including records required to substantiate compliance with Interagency Agreements and other contracts. Create and maintain electronic permitting records and program databases consistent with internal procedures. Implement program performance measures and report on progress by summarizing relevant data. Perform administrative work as directed, write draft and final reports, prepare technical correspondence, and provide any needed technical guidance as directed by the Senior Environmental Scientist.



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5%	Participate in technical and coordination meetings, including periodic coordination meetings with Caltrans and roundtable meetings with state and Regional Water Board staff, complete job-related and job-required training as needed, and respond to customer service inquiries.
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**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 a desk, utilize a phone, and type on a keyboard for extended periods of time. Bend and reach above shoulders to retrieve files and/or documents. Need to be able to navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday.

**Typical Working Conditions:**

The incumbent works on the 2nd floor of a high-rise office building in downtown Los Angeles in an office cubicle in a smoke-free environment. The work schedule is Monday through Friday. The incumbent may partially telework based on Unit needs; current in-office requirement is two days a week in-office. Travel may be 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 Name	Employee Signature	Date