



Classification: Environmental Scientist
 Position Numbers:
 880-250-0762-247 & 880-250-0762-248

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-250-011 & 24-250-012	Classification Title: Environmental Scientist	Position Numbers: 880-250-0762-247 & 880-250-0762-248
Incumbent Name: Vacant	Working Title: Environmental Scientist	Effective Date: August 2024
Tenure: Permanent	Time Base: Full Time	CBID: R10
Division/Office: Division of Water Quality		Section/Unit: Wetlands Permitting and Planning Unit
Supervisor's Name: Elizabeth Payne		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 will work as an Environmental Scientist (ES) in the Wetlands Permitting and Planning Unit to perform complex, varied, and broad environmental analysis and research related to impacts of dredge or fill projects and the protection of water quality and beneficial uses of water as outlined in water quality control plans and policies. The ES is required to work independently, communicate effectively, and manage multiple tasks. Daily proficient use of Microsoft Office Suite is required.
Essential Functions (Including percentage of time):



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20%	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. Work cooperatively with applicants to obtain a complete permit application in a timely manner. Develop enforceable individual or general permits for dredge and fill activities to ensure projects will not exceed water quality objectives and will be implemented in accordance with relevant state and federal requirements. Use geographic information systems and data analysis in support of environmental analyses and permit requirements.
20%	Develop regulatory orders, policy, and implementation guidance as directed by management to further program objectives. Prepare technical and policy documents, brief board members and conduct public outreach on such orders, policy, and guidance.
20%	Represent the Water Boards in outreach and engagement efforts, including giving technical presentations, facilitating meetings and workshops, and conducting Tribal consultations. Conduct community and Tribal outreach and engagement, establish and maintain partnerships, and foster open communication for voices from historically underserved and disadvantaged communities, including conducting outreach and analyses and developing findings consistent with Water Code section 13149.2. Conduct scientific literature research and coordinate with research organizations to answer scientific and policy questions related to wetland protection.
15%	Develop and implement training programs and technical guidance for Water Board program personnel and the public, including aquatic resource delineation and verification, compliance with Clean Water Act section 401 and the California Porter-Cologne Water Quality Act, and administrative processes.
15%	Review submitted technical reports and conduct field inspections to determine compliance with project permits. Working with management and the Office of Enforcement, develop and implement enforcement actions.

Marginal Functions (Including percentage of time):

5%	Perform administrative work, including entering data into a centralized database, maintaining internal and external program web pages and related program informational sites. Write draft and final technical reports, prepare technical correspondence, and provide technical guidance to the public and Regional Water Board staff. Participate in roundtable meetings with state and Regional Water Board staff.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:



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The job requires extensive use of a personal computer and the ability to sit/stand at desk, use a phone, and type on a keyboard for extended periods of time. This position requires attendance at meetings and participation in conference or video calls. Must be able to operate a motor vehicle and be prepared to travel using a state vehicle. This position may require travel and field work throughout the state including overnight travel, early mornings, late nights, and navigating uneven and possibly steep or wet terrain. Must have the ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works on the 15th 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.

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