



Classification: Senior Environmental Scientist  
 (Supervisory)  
 Position Number: 880-157-0764-004

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 24-157-013	<b>Classification Title:</b> Senior Environmental Scientist (Supervisory)	<b>Position Number:</b> 880-157-0764-004
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Forest Practice Unit Manager	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full time	<b>CBID:</b> S10
<b>Division/Office:</b> Central Valley Regional Water Quality Control Board/Redding		<b>Section/Unit:</b> Nonpoint Source/Forest Practice Unit
<b>Supervisor's Name:</b> Angela Wilson		<b>Supervisor's Classification:</b> Supervising Engineering Geologist

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

<b>General Statement</b>
Under the direction of a Supervising Engineering Geologist 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 Senior Environmental Scientist (Sr. ES) is responsible for all aspects of managing a technical team in pursuit of program goals. The Sr. ES is required to work in a team environment as well as independently, communicate effectively, manage multiple tasks and contribute to the Board's Forestry Program.
<b>Essential Functions (Including percentage of time):</b>



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45%	<p>Supervise, organize, direct, and coordinate the technical and policy work of the Forest Practice Unit in the Redding office. Management and supervisory responsibilities include hiring, mentoring, and evaluating Unit staff performance to ensure effective, high-quality work. Provide frequent feedback and prepare regular performance evaluations for all Unit staff. Assist interested staff in developing annual Individual Development Plans (IDP).</p> <p>Prepare and review environmental and scientific documents in compliance with various state and federal laws and State and Regional Board regulations and policies. Establish priorities and manage staff assignments and schedules to accomplish program work plan commitments considering capabilities, strengths and career goals. Ensure proper design and implementation of management measures and monitoring methods to test effectiveness of forestland management techniques, regulatory compliance and permit efficacy. Coordinate and participate in outreach efforts to ensure dischargers and other stakeholders are educated in compliance pathways. Use scientific knowledge and technical expertise to provide rigorous technical review, edit, and perform Quality Assurance (QA)/Quality Control (QC) of staff correspondence. Develop new, streamlined regulatory pathways for the program. Work with lead staff to develop and manage QA/QC of pesticide sampling plans, successful contracts, and studies.</p> <p>Additional responsibilities include providing oversight for staff development of outreach and permitting enforcement strategies, conducting of inspections, case handling, and compliance and enforcement activities. Review correspondence, technical memoranda, inspection reports, waste discharge requirements, and proposed enforcement actions prepared by Unit staff for readability, accuracy, technical content, compliance with applicable laws and regulations, and conformance with Regional Board policies and priorities.</p>
25%	<p>Review and develop annual unit and individual work plans and evaluation systems to track unit progress in meeting annual performance measures and work plan priorities. Oversee priority projects assigned to program staff within the Unit. Provide guidance, support and oversight of projects to ensure timely completion/execution in accordance with the annual program work plan. Use sound scientific knowledge and judgment to conduct high-quality, scientifically valid field investigations of the potential effects of forestland management activities on water quality; and providing quality assurance for contracts and reports submitted to the Regional Board. Conduct field inspections by travelling to and navigating uneven, rugged terrain for extended periods of time during a working day, in extreme weather conditions.</p>
20%	<p>Communicate effectively with private and industrial landowners, managers, their consultants and the public in oral and written form. Represent the Regional Water Quality Control Board in various matters related to the work of the Unit and general water quality matters. Prepare board agenda items in accordance with policies and procedures. Participate and provide oral presentations at public information programs, upon request. Provide clarification and/or interpretation of Regional Board policies. Coordinate with multiple stakeholders including private individuals or companies, state, county and federal agencies, tribal representatives and the public. Participate as part of the Redding management team in our on-going efforts to continuously ensure a healthy, productive, high-functioning office.</p>



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<b>Marginal Functions (Including percentage of time):</b>	
5%	Complete assignments and duties necessary or desirable to carry-out the mission of the Board, including, but not limited to serving on appropriate committees, speaking at public forums, and meeting with the public and other interested parties.
5%	Perform other duties as required.

**Typical Physical Conditions/Demands:**

The job requires extensive use of a computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. For field work, the incumbent must navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, and have the ability to lift up to 25 pounds.

**Typical Working Conditions:**

The incumbent works on the 2nd floor of a smoke-free office building located in Redding, in an office cubicle. The work schedule is Monday through Friday. Travel may be required locally and within the state.

<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