



Classification: Environmental Scientist
 Position Number: 880-462-0762-XXX

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-462-004	Classification Title: Environmental Scientist	Position Number: 880-462-0762-XXX
Incumbent Name: Vacant	Working Title: Environmental Scientist	Effective Date: September 2024
Tenure: Permanent	Time Base: Full Time	CBID: R10
Division/Office: Division of Drinking Water/Southern California Drinking Water Field Operations Branch		Section/Unit: South East Section – Section VI/Mojave District
Supervisor’s Name: Hector Cazares		Supervisor’s Classification: Senior Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement

Under the close supervision of a Senior Water Resource Control Engineer 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 Environmental Scientist will perform a variety of professional scientific and regulatory compliance tasks related to potable water supply, treatment, and water quality. This includes tracking water quality monitoring and reporting compliance using various computer databases to evaluate data against drinking water standards and reporting requirements. The Environmental Scientist will also conduct routine sanitary surveys of public groundwater systems, prepare draft inspection and technical reports for review, and process permit applications for small water system construction and modifications. In this role, effective communication and the ability to work independently are essential, as the Environmental Scientist manages multiple tasks while maintaining regular attendance. Proficiency in using office equipment and the Microsoft Office Suite on a daily basis is required. Developing and maintaining expertise in relevant areas is crucial to ensure assignments are completed promptly and in accordance with departmental policies.

Essential Functions (Including percentage of time):

30%	Applying scientific methods and principles, develops excel spreadsheets and utilizes various computer databases to track water system submittals for monthly/quarterly/annual regulation reporting, permit reporting, enforcement actions, water quality monitoring and reporting compliance. Evaluates and analyzes the water quality data for completeness and timeliness as well as to determine compliance with various regulations, drinking water standards, and monitoring and reporting requirements. Routinely prepares reports from the various databases to streamline compliance determinations and notify public water systems of the Division of Drinking Water's (Division) compliance determinations. Prepares water quality reminder letters to assist public water systems in remaining in compliance with regulatory requirements. Provides scientific recommendations and discuss alternatives with supervisor both verbally and in writing.
20%	Conducts routine field investigations and sanitary surveys of less complex public groundwater systems under the jurisdiction of the Division and prepares draft inspection reports and draft permit technical reports that document compliance with the drinking water standards and laws for review and signature by the Senior Water Resource Control Engineer.
10%	Reviews and prepares technical reports on permit requests for construction or modification of small public water system sources, distribution and collection facilities, and other related construction activities. Provides scientific guidance to small water systems, reviews requests, and processes permit applications for less complex public groundwater systems, excluding plans and specifications review. Assists in writing and preparing permits. Effectively communicates scientific information both verbally and in writing to staff and external stakeholders.
10%	Provides technical assistance to public water systems on water quality issues, operational issues, and capacity development. Builds and maintains relationships with water systems for the purposes of improving compliance metrics.



Classification: Environmental Scientist
 Position Number: 880-462-0762-XXX

10%	Manages water systems inventory, contacts, treatment, and enforcement data in the Safe Drinking Water Information System (SDWIS) and other electronic databases. Identifies data changes and input the information into the databases by reviewing correspondence, technical reports, Annual Reports to the Drinking Water Program, and errors identified by the SDWIS error reports. Analyzes regulatory tracking databases as required to assist Division staff engineers and supervisors in determining water system compliance with applicable water quality regulations and statutes.
10%	Conducts enforcement activities to bring small public water systems into compliance with applicable laws, regulations, and permit provisions, including the Lead and Copper Rule, the Total Coliform Rule, Chemical Maximum Contaminant Levels and the Federal Ground Water Rule. Drafts enforcement letters, citations, and compliance orders for the Senior Water Resource Control Engineer's review. Tracks compliance dates and takes necessary follow-up action to ensure small water systems are complying with the Divisions' directives.

Marginal Functions (Including percentage of time):

5%	Assists in conducting investigations of water quality problems such as those resulting from chemical or bacteriological contamination of public water supplies. Coordinates data collection with staff on water quality related efforts. Assists with other related scientific activities as assigned.
5%	Performs other duties as required.

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. When performing field investigations, navigate uneven, rugged terrain for extended periods of time including hiking and climbing structures, in extreme temperatures throughout the workday and carry more than 50lbs.

Typical Working Conditions:

The incumbent works in a state owned or leased facility, 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. Collaboration with field operation branch staff will require in-office participation with local staff at least twice a week.

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.



Classification: Environmental Scientist
Position Number: 880-462-0762-XXX

Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date