



Classification: Environmental Scientist  
 Position Number: 880-120-0762-402

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 24-120-036	<b>Classification Title:</b> Environmental Scientist	<b>Position Number:</b> 880-120-0762-402
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Environmental Scientist	<b>Effective Date:</b> November 2024
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-time	<b>CBID:</b> R10
<b>Division/Office:</b> San Francisco Bay Regional Water Quality Control Board (Region 2)		<b>Section/Unit:</b> Watershed Management Division/ Northeast Bay Section
<b>Supervisor's Name:</b> Elizabeth Morrison		<b>Supervisor's Classification:</b> Senior Environmental Scientist (Sup)

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval: Brittany Liverett</b>	<b>Date: 10/28/2024</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 is responsible for providing technical review of applications and reports for Water Quality Certification (Certification) under Section 401 of the Clean Water Act (CWA), and Reports of Waste Discharge under the Porter-Cologne Act related to dredge and fill of streams and wetlands for Projects in the Northeast Bay section of the Watershed Division. The ES is required to work independently, communicate effectively, and manage multiple tasks.
<b>Essential Functions (Including percentage of time):</b>



30%	<p>Manage applications for Certifications and Reports of Waste Discharge by scoping, planning, tracking, and communicating with external stakeholders. Using good scientific judgment, perform technical review of applications for Certification under Section 401 of the CWA, and Reports of Waste Discharge under the Porter-Cologne Act related to dredge or fill of streams and wetlands for Projects located in the Northeast Bay section. Perform detailed technical review of the applications for impacts avoidance and minimization to beneficial uses of streams and wetlands including wildlife habitats, fish spawning, fish migration and endangered species protection. Review and interpret stormwater management plans, hydrologic data, hydraulic modeling data, rainfall data, climate data, existing land uses and ambient water quality and biological resources data, to determine if the applications are complete. For unavoidable impacts, review the adequacy of compensatory mitigation to ensure there are no net loss of areas and beneficial uses of wetlands and streams. Conduct site inspections to verify the delineation of jurisdictional waters based on soil, vegetation, and hydrology, and attends meetings with appropriate agencies.</p>
25%	<p>Provide written correspondence regarding projects via email with external stakeholders, peers, and management. Develop written reports and power point presentations and attend meetings with peers, supervisors, management, and external stakeholders. Provide status of tasks or projects, share technical and regulatory information, seek input, and facilitate and support decisions surrounding projects. Using scientific knowledge and technical expertise, prepare Certifications and Waste Discharge Requirements (WDRs) to specify the authorized impacts, best management practices, compensatory mitigation, and success criteria for projects that impact wetlands or streams. Review environmental monitoring reports and conducts project site inspections to verify the amount of impacts and success of compensatory mitigation such as proper hydrology that supports the wetland and stream vegetation and soil, percent wetland vegetation survival and coverage, riparian tree canopy coverage and removal of invasive plant species to ensure compliance with Certifications and WDRs. Prepare reports to support enforcement actions for unauthorized activities that cause impacts, and lack of or failure of compensatory mitigation, when necessary.</p>
15%	<p>Work collaboratively in groups internally and with external stakeholders to develop technical, regulatory, and procedural recommendations for projects and issues. Use scientific methods and principals to investigate Non-stormwater or NPDES Program related complaint and spill reports received from Napa and Solano Counties. This task will involve one or more of the following activities based on the results of investigating the spill or complaint: discussing spill or complaint with local municipality staff, evaluating reports and photos corresponding to complaint or spill, making recommendations for, and preparation of, low level enforcement measures, i.e., drafting California Water Code Section 13267 requirement for technical information letters and Notice of Violation letters.</p>



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15%	Conduct field work in corresponding to scientific evaluation of 401 applications, complaint and spill response, and following up on compliance with issued 401 Certifications and Waste Discharge Requirements. Field work will primarily be limited to San Francisco and San Mateo Counties; however, incumbent may also assist other Watershed Division staff performing field work corresponding to scientific evaluation of 401 applications, complaint and spill response, and following up on compliance with issued 401 Certifications & Waste Discharge Requirements, in Napa, Solano, Marin, and Sonoma Counties.
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**Marginal Functions (Including percentage of time):**

5%	Perform miscellaneous duties as required, including environmental document review for impacts and mitigation to biological resources, response to complaints and questions from the public, representing the Board at public forums, preparing internal administrative reports, and entering data into appropriate Board databases.
5%	Attend and participate in regular Board-wide, Division-wide, and section meetings and trainings, and other office-level seminars and meetings as required.
5%	Perform other duties as required.

**Typical Physical Conditions/Demands:**

The job requires extensive use of an agency-provided personal computer and the ability to sit/stand at desk, communicate regularly through Microsoft Teams, and type on a keyboard for extended periods of time. Field work requires the ability to navigate uneven, rugged terrain for extended periods of time, and in extreme temperatures.

**Typical Working Conditions:**

The incumbent works in an enclosed multi-story office building with a hybrid telework setting. The work schedule is Monday through Friday. Travel will be required locally and within the state. Possession of a valid driver's license is required to operate a State owned, leased, and/or personal vehicle.

**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



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Employee Name	Employee Signature	Date