



Classification: Environmental Scientist  
 Position Number: 880-190-0762-056 &  
 880-190-0762-057

**DUTY STATEMENT**

CURRENT       PROPOSED

|   |   |   |
|---|---|---|
| <b>RPA Number:</b><br>24-190-024 & 24-190-025   | <b>Classification Title:</b><br>Environmental Scientist | <b>Position Number:</b><br>880-190-0762-056 &<br>880-190-0762-057                         |
| <b>Incumbent Name:</b><br>Vacant  | <b>Working Title:</b><br>Environmental Scientist        | <b>Effective Date:</b><br>TBD   |
| <b>Tenure:</b><br>Permanent   | <b>Time Base:</b><br>Full Time                          | <b>CBID:</b><br>R10   |
| <b>Division/Office:</b><br>California Regional Water Quality Control Board – Region 9 – San Diego |   | <b>Section/Unit:</b><br>Surface Water Protection Branch / Wetland and Riparian Protection |
| <b>Supervisor’s Name:</b><br>Eric Becker  |   | <b>Supervisor’s Classification:</b><br>Senior Water Resource Control Engineer             |

|                                  |              |
|----------------------------------|--------------|
| <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 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. |
| <b>Position Description</b>  |
| The Environmental Scientist will perform a broad range of aquatic resource assessment and permitting for dredged and fill material discharges and other related San Diego Water Board program work.  |



Classification: Environmental Scientist  
 Position Number: 880-190-0762-056 &  
 880-190-0762-057

| <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 dredged and fill material 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. Collaborate with Water Board program staff to develop 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 applicants at all stages of project planning and implementation regarding compliance with Water Board state and federal environmental laws, regulations, and policies. Provide direction to applicants on Statewide dredge/fill regulation compliance, advance mitigation, fish passage and other wetland initiatives. Participate in early consultation, including participation in project development teams and field review teams in coordination with applicants.  |
| 10%  | Review submitted reports and conduct field inspections regionwide as needed to determine compliance with project permits. Working with management and the Compliance Assurance Unit, develop and implement enforcement actions as necessary in consultation with the senior level supervisor. Utilize technology to assist in conducting field inspections.   |
| 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. Enter information and index documents in the Enterprise Content Management system (ECM) to ensure proper linkage to the Storm Water Multiple Application and Report Tracking System (SMARTS) and the California Integrated Water Quality System (CIWQS) databases. 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 level supervisor. |
| 10%  | Participate and communicate effectively in teleconference, audiovisual, and face-to-face meetings with technical consultants, dischargers, attorneys, governmental agencies, news media, and the public in the San Diego Water Board office and other locations. Meetings may involve overnight travel. Appear or testify as an environmental scientist to clarify and interpret Water Board policy and objectives. Prepare for and make logical, comprehensible, and convincing written and oral presentations at public hearings and other meetings of the Water Board, and other federal, State, and local agencies. Answer a variety of inquiries in informal face-to-face meetings in the Water Board office during drop-in visits by the public and regulated community.  |



Classification: Environmental Scientist  
 Position Number: 880-190-0762-056 &  
 880-190-0762-057

| <b>Marginal Functions (Including percentage of time):</b> |   |
|---|---|
| 5%  | Be proficient with aquatic resources assessment, such as California Rapid Assessment Method (CRAM) and wetland delineation and participate in training sessions statewide as a student or instructor, as appropriate. |
| 5%  | Perform other duties as required.   |

**Typical Physical Conditions/Demands:**

The position requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. Drive and conduct field work in often rugged terrain and remote areas. Conduct field work in extreme temperatures throughout the workday and ability to carry field equipment.

**Typical Working Conditions:**

The position works on the 2<sup>nd</sup> floor of office building in the Mission Valley area of San Diego in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. This position may be eligible for telework with in-person attendance based on the operational needs of the San Diego Water Board. 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 |
|   |                      |      |