



Classification: Environmental Scientist
 Position Number: 880-150-0762-190

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-150-040	Classification Title: Environmental Scientist	Position Number: 880-150-0762-190
Incumbent Name: Vacant	Working Title: Environmental Scientist	Effective Date: TBD
Tenure: Permanent	Time Base: Full time	CBID: R10
Division/Office: Central Valley Regional Water Quality Control Board/Sacramento		Section/Unit: Title 27/Non-15 Unit
Supervisor's Name: Howard Hold		Supervisor's Classification: Senior Engineering Geologist

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the close supervision of a Senior 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.
Position Description
The Environmental Scientist (ES) is responsible for performing professional duties related to the Water Quality Certifications Program of the Regional Board with a focus on education and enforcement. The ES must be able to work independently to complete tasks as well as part of a team environment for certain duties and must communicate effectively via a variety of media.
Essential Functions (Including percentage of time):



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35%	<p>Apply scientific methods and principles to conduct field investigations to evaluate permit compliance, observe construction practices, evaluate best management practices (BMPs), perform and/or verify aquatic resource delineations, and review and evaluate mitigation and monitoring plans. Collect samples, analyze and interpret data for evaluation of compliance with prescribed specifications, review and collate existing data, and prepare reports. Investigate complaints of alleged and/or actual pollution or other conditions contributing to water quality degradation; make appropriate recommendations for abatement and/or prevention. Educate dischargers in the field on the appropriate regulatory pathway for their applicable site(s). Gather information and substantiate data for enforcement. Initiate administrative enforcement and/or other enforcement actions based on investigations as needed in coordination with management.</p>
25%	<p>Review complaints from the public or other agencies and conduct follow up actions to address threatened or existing pollution sources. Act as an educator through the assessment of complaints, gathering pertinent site details, and informing dischargers on the appropriate regulatory pathway (s) and compliance efforts. Coordinate with Regional Board management and other staff to assure appropriate action is taken. Activities may include outreach to landowners, complainants, agencies, or other stakeholders; coordination of and participation in field inspections; field inspection documentation and report writing; development and issuance of progressive enforcement actions including Notices of Violation, Cleanup and Abatement Orders, Cease and Desist Orders, and imposition of Administrative Civil Liability. Maintain pertinent records and substantiate data for enforcement.</p>
20%	<p>Participate in meetings with other state agencies, federal agencies, local governments, watershed groups, applicants, consultants, and the public to provide outreach, clarification, technical assistance, and/or interpretation of the water quality certifications program and policies, the permitting process, compliance, broader programmatic permitting issues, and research. Prepare effective presentation materials and make logical, comprehensible, and convincing written and oral presentations at meetings and public hearings. Represent the Regional Water Board policies before the general public, special interest groups, technical committees, and governmental agencies in the review of section 401 Water Quality Certification and/or waste discharge permit projects, and in review of other related projects.</p>



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15%	<p>Review proposed projects that may affect waters of the state to ensure compliance with the requirements of the Water Quality Control Plan for the Central Valley Region (Basin Plan), the Porter-Cologne Water Quality Control Act, the Federal Clean Water Act, and the California Environmental Quality Act (CEQA). Prepare Clean Water Action Section 401 water quality certifications and/or waste discharge requirements (WDRs) for project compliance with the <i>State Wetland Definition and Procedures for Discharges of Dredged or Fill Material to Waters of the State</i>. Develop permits for a range of project types, including but not limited to construction, development, grading, utility corridor maintenance, road construction, stream crossing installation/upgrade/removal, aggregate mining, aquatic habitat restoration, invasive species removal, riparian zone enhancement, and dredging. Using scientific and technical methods, review and field verify aquatic resource delineation reports. Research and analyze project information to assess discharge impacts on water quality and aquatic resources. Implement the goals of the State and Federal Wetlands No Net Loss Policies. Coordinate with Federal, State, and local agencies to develop effective permit requirements. Conduct permit compliance review and prepare correspondence to convey the results, including memorandums and letters. Support information management through electronic record-keeping of dredge and fill impacts, mitigation requirements, compliance, and other information within the appropriate databases. Maintain all pertinent records.</p>
Marginal Functions (Including percentage of time):	
5%	Perform other duties as required.
Typical Physical Conditions/Demands:	
<p>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. 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 30 pounds.</p>	
Typical Working Conditions:	
<p>The incumbent works in a single-story office building located at 11020 Sun Center Drive, Suite 200 in Rancho Cordova, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is a hybrid telework schedule Monday through Friday. In office workdays are required by all rank-and-file staff and frequency shall be proposed to and approved by the unit supervisor. Travel may be required locally and within the state.</p>	



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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