



Classification: Senior Environmental Scientist
(Supervisory)
Position Number: 880-402-0764-xxx

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-402-XXX	Classification Title: Senior Environmental Scientist (Supervisory)	Position Number: 880-402-0764-XXX
Incumbent Name: Vacant	Working Title: Senior Environmental Scientist (Supervisory)	Effective Date: December 2024
Tenure: Permanent	Time Base: Full Time	CBID: S10
Division/Office: Division of Drinking Water/Resiliency & Data Branch		Section/Unit: Quality Assurance Section / Needs Analysis Unit
Supervisor's Name: Karen Nishimoto		Supervisor's Classification: Supervising Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval: Brittany Liverett	Date: 12/09/2024

General Statement

Under the general direction of a Supervising 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 Senior Environmental Scientist (Sr. ES) (Supervisory) is responsible for providing timely and professional support. The Sr. ES (Supervisory) is expected to be courteous and provide timely responses to internal and external stakeholders, follow through on commitments, solicit and consider internal and external stakeholder input when completing assignments, implement engineering methods and protocols with assigned projects, and work independently and in coordination with the Quality Assurance Section Supervising Water Resource Control Engineer and other State Water Resource Control Board staff. The Sr. ES (Supervisory) is expected to value and to commit to fostering diversity which includes working with, and providing services to a variety of backgrounds, cultures, personal experiences, and unique ideas that inspire and innovate solutions to further the Division of Drinking Water's mission. The Sr. ES (Supervisory) is responsible for managing the Needs Analysis Unit with a focus on the implementation of Safe and Affordable Drinking Water activities, including the preparation of the annual Drinking Water Needs Assessment.



Classification: Senior Environmental Scientist
 (Supervisory)
 Position Number: 880-402-0764-xxx

Essential Functions (Including percentage of time):	
30%	Manage and supervise the Needs Analysis Unit (NAU) staff, provide leadership, assign work duties, evaluate NAU staff performance, and take disciplinary actions. Establish NAU priorities in line with the directives of the Quality Assurance Section Supervising Water Resource Control Engineer. Create a diverse working environment that promotes accountability, high performance, individual growth, and morale. Ensure and encourage staff to understand the needs, challenges, goals, and perspectives of stakeholders and communities served. Responsible for the planning and monitoring of staff schedules, timesheets, and absence requests to ensure their completion in a timely manner. Maintain consistent and regular attendance; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; hold NAU staff accountable; and adhere to policies and procedures regarding attendance, leave, and conduct.
30%	Provide leadership to staff on the completion of the annual Drinking Water Needs Assessment and other activities to support the implementation of Safe and Affordable Drinking Water activities and the Safe Drinking Water Act. Review and direct staff in the analysis of public water systems, state small water systems, and domestic wells that fail or are at-risk of failing to provide an adequate supply of safe drinking water. Support staff in appropriately gathering data, both internally and externally, to support assessing the ability to sustain the provision of water. Support outreach to other state and local agencies, regulated communities, and other stakeholders. Coordinate and implement public meetings, hearings, and workshops for the implementation of Safe and Affordable Drinking Water activities. Review and evaluate scientific matters in support of the Division of Drinking Water. Provide technical support to other State Water Board organizations through outreach, coordination, and the development of policies, strategies, regulations, and guidelines.
25%	Support the development, testing, and maintenance of new and existing databases, and the creation of new data management systems to track and report compliance with the Safe Drinking Water Act, statutes, regulations, legislative requirements, board directives, and other requirements including the implementation of the Safe and Affordable Funding for Equity and Resilience (SAFER) program. Coordinate and facilitate the envisioning, development, implementation, and maintenance of databases. Assist the Division of Drinking Water and Local Primacy Agency staff with technical support for database tracking and reporting. Coordinate closely with the Division of Information Technology for all data related needs. Support the streamlining and automation of report development and implementation and automation of data publishing. Create visually appealing website content and document procedures to support consistency and shared knowledge. Support the maintenance and/or updating of Division of Drinking Water internal and external webpages and other document repositories.
10%	Represent the State Water Board in outreach efforts and give presentations to internal and external groups in culturally diverse and sensitive regions. Evaluate maps, graphics, software, and other materials for effective presentations. Answer technical and regulatory questions



Classification: Senior Environmental Scientist
 (Supervisory)
 Position Number: 880-402-0764-xxx

	from the public, State Water Board staff, Regional Water Board staff, other state and local agencies, the regulated community, and other stakeholders.
--	--

Marginal Functions (Including percentage of time):

5%	Perform other duties as required.
----	-----------------------------------

Typical Physical Conditions/Demands:

The job 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.

Typical Working Conditions:

The incumbent works on the 17th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

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