



Classification: Senior Environmental Scientist (Supervisory)
 Position Number: 880-160-0764-008

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-160-042	Classification Title: Senior Environmental Scientist (Supervisory)	Position Number: 880-160-0764-008
Incumbent Name: Vacant	Working Title: Non-Point Source Unit Supervisor	Effective Date: December 2024
Tenure: Permanent	Time Base: Full Time	CBID: S10
Division/Office: Lahontan Regional Water Quality Control Board – South Lake Tahoe		Section/Unit: Compliance and Planning Division/ Non-Point Source Unit
Supervisor’s Name: Mary Fiore-Wagner		Supervisor’s Classification: Environmental Program Manager 1
Human Resources Use Only:		
HR Analyst Approval: Jenna Smith		Date: 12/30/2024
General Statement		
Under the general direction of the Environmental Program Manager I 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 (Supervisory), as the Supervisor overseeing the Non-Point Source Unit, manages a team of three Environmental Scientists, two Engineering Geologists, and a Scientific Aid. The Non-Point Source (NPS) Unit includes 319 Grants, Harmful Algal Blooms (HABs), Grazing, Lake Tahoe Total Maximum Daily Load (TMDL), Tahoe Municipal Stormwater Permit, the Lake Tahoe Marina Permit, the Lake Tahoe Nearshore program, and Clean Water Act section 401 Water Quality Certification. The incumbent provides Senior level responsibility and oversight of NPS Unit staff in making policy recommendations, providing technical expertise, evaluating and assisting in the drafting of environmental documents, and performing sensitive assignments related to non-point source pollution and water quality issues throughout the Lahontan Region. The Senior Environmental Scientist (Supervisory) is the first supervisory level of the series. Incumbents supervise and direct the work of professional or technical staff, are responsible for staff development, performance evaluation, program budgeting, and work force planning, and do other related work. Incumbents performing in this capacity have the authority and responsibility in the interest of management to recruit, hire, transfer, suspend, lay- off, recall, promote, discharge, assign, reward, or discipline employees. Incumbents have the		



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responsibility to direct employees, adjust employee grievances, or effectively recommend such actions.

Essential Functions (Including percentage of time):

<p>35%</p>	<p>Supervise the NPS Unit staff and associated programs and permits, which includes, but is not limited to, 319 Grants, Harmful Algal Blooms (HABs), Grazing, Lake Tahoe Total Maximum Daily Load (TMDL), Tahoe Municipal NPDES Stormwater Permit, the Lake Tahoe Nearshore program, Golf Course WDRs, the Marina Industrial Stormwater General Permit, grazing operations, and CWA 401 Certifications related to dredging, small restoration projects and aquatic invasive species control in Lake Tahoe Basin and marina dredging.</p> <p>Ensure that progress is being made on the Divisional objectives and focus of efforts related to the NPS Unit, that performance targets are being met, that workplans are being updated and deadlines for board items are being met. Review environmental documents, check permits and ensure compliance, and determine appropriate enforcement in response to violations. Develop board items; review and provide input on new regionwide or statewide policies, prepare budget change proposals, prepare plans or permits; assist in oversight and direction of spill and complaint response. Facilitate public record requests and administrative records requests; and direct the work of others related to maintenance of data systems and quality of data entry (including CIWQS, SMARTS, GEOTRACKER, and ECM). Provide support and oversight of NPS Unit staff in the development and/or review of monitoring plans, monitoring programs, fieldwork and inspections; perform compilation and statistical analyses of data; evaluate water quality trends, ensure progressive enforcement, and develop conditions and monitoring requirements related to various regulatory measures.</p> <p>Provide support and direct oversight of elements of the Lake Tahoe TMDL Management System and assist with preparing TMDL related annual reports, in coordination with Nevada Division of Environmental Protection (NDEP). Participate in frequent contact with a wide variety of agencies and stakeholders, including the general public, ranchers, County Public Works, US EPA, Tahoe Regional Planning Agency (TRPA), NDEP, State Water Board staff, other Regional Board staff, Caltrans District 3 staff, and Caltrans Headquarters. Coordinate directly with the Regional Monitoring Coordinator to assess, evaluate, and develop ongoing monitoring efforts and research contracts; coordinate with interagency partners; and respond to HABs and other non-point source related water quality concerns that may affect public health and aquatic resources throughout the Lahontan Region. Complete program objectives for the submittal of satisfactory products. Complete operational planning and assigning of projects/tasks, work planning and budgeting, review and evaluate achievements, and prepare administrative reports.</p>
<p>20%</p>	<p>Lead the NPS Unit in developing and implementing meaningful organizational changes by improving and demonstrating strong overall leadership, communication, process improvements, and building psychological safety and trust. Supervise, support, coach, mentor, train, and develop Unit staff. Encourage team building and collaboration between Unit staff and all Lahontan Water Board staff (throughout the region and across the three divisions) and with external partners. Ensure staff have the tools and training necessary to accomplish their jobs</p>



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	and track progress toward completion of the Division's Strategic Narrative Objectives and Focus of Efforts. Work with staff on yearly and regular updates to Unit and/or individual workplans. Communicate routinely with other Seniors and Executive management to ensure transparent and effective communication is occurring, track ongoing tasks and deliverables, and ensure priorities are being accomplished and direction is followed. Implement all state policies concerning personnel management including health and safety, appropriate professional behavior (sexual harassment prevention, Equal Employment Opportunity), completion of annual performance reviews and individual development plans, and progressive discipline.
15%	Assist in the development and administration of policies or programs for the NPS Unit, Compliance and Planning Division and the Lahontan Region that address protection of water quality, public health, and racial equity components. Represent the Lahontan Water Board in complex negotiations, policy implementation, program budgeting, and strategic planning with Tribes, governmental agencies, non-governmental organizations (NGOs), consultants, private companies and/or citizens. Improve transparency with the public and stakeholder groups by providing presentations and keeping web pages up to date. Meet with members of the public, elected officials or their representatives, Tribal representatives, industry representatives, private or public interest groups, and regulated discharge groups relating to policy, planning, and regulatory matters involving the NPS Unit, the Compliance and Planning Division and the Lahontan Region. Respond to requests for information by clearly communicating and explaining Water Board policy and regulations. Support staff at meetings with dischargers about controversial projects and/or programs of special interest to the Board to resolve technical and administrative issues in a timely manner.
15%	Direct, coordinate, review and approve agenda material submitted by Unit staff for Board meetings. Support Unit staff in the preparation and dry runs of presentations for the Board. Lead and facilitate Board informational items and other workshops. Provide technical assistance and advice to Board members and the Executive Management Team. Ensure that routine document review is completed in a timely fashion. Ensure items requiring Executive Officer signature are accurate and complete, both from a policy and technical standpoint prior to submittal to the Division Manager. Review and sign documents for the Division Manager where delegated authority has been established and approved.
Marginal Functions (Including percentage of time):	
5%	Act as NPS program manager or alternate. Attend and participate in NPS roundtable meetings; compile and report on NPS activities and accomplishments to State Water Resources Control Board and USEPA; and draft annual and multi-year work planning documents in coordination with other regional and State Board NPS staff. Oversee NPS Unit staff work and engage in senior level work associated with application review, contract development, and grant management of 319(h) grants in coordination with State Water Resources Control Board and USEPA. Coordinate, facilitate, and manage other grant/loan programs outside of the 319(h) program that are administered by the Water Boards.



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5%	Respond to public information requests, attend meetings with local agencies, prepare press releases, and respond to Board Member requests.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer including using various software necessary for data storage/retrieval, data analysis, and report writing, and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. Incumbent must attend remote and in-person meetings and hearings and may have to coordinate with staff statewide to complete work assignments. Travel is sometimes required, including overnight travel, and driving on unpaved roads. Physical capability and endurance to conduct fieldwork in backcountry settings, navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry up to 40 lbs.

Typical Working Conditions:

The incumbent works in the Lahontan Regional Board office in South Lake Tahoe in an office in a smoke-free environment. The work schedule is Monday through Friday, including evening and weekend work occasionally. 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, to the employee, a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date