



Classification: Environmental Scientist  
 Position Number: 880-110-0762-059

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 24-110-051	<b>Classification Title:</b> Environmental Scientist	<b>Position Number:</b> 880-110-0762-059
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Environmental Scientist	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-Time	<b>CBID:</b> R10
<b>Division/Office:</b> North Coast Regional Water Quality Control Board		<b>Section/Unit:</b> Agriculture & Enforcement Division
<b>Supervisor's Name:</b> Jeremiah Puget		<b>Supervisor's Classification:</b> Senior Environmental Scientist

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> Danielle Klemencic	<b>Date:</b> 1/07/2025

<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 timely and professional assistance to the regulated community, the public and staff within the Department, by phone, e-mail, mail, and in person. The Environmental Scientist is required to work independently, communicate effectively, manage multiple tasks and become proficient in their duties working on a variety of projects in extremely sensitive programs (Enforcement). Proficient utilization of vehicles, field equipment, office equipment and the Microsoft Office Suite is required.
The incumbent is part of an interdisciplinary team coordinating with the Regional Water Boards, regulated entities, non-governmental organizations, and the public. The incumbent shall work on the development and implementation of informal and formal enforcement actions pursuant to the California Water Code, Health and Safety Code, and Federal Clean Water Act by applying specific scientific



knowledge and principles in the completion of the specified duties described below.

**Essential Functions (Including percentage of time):**

30%	<p>Perform environmental analyses, complete compliance reviews for regulated facilities, make recommendations regarding appropriate enforcement follow-up, and develop enforcement orders, including orders proposing or assessing penalties. Perform various tasks: review electronic monitoring and compliance tracking data; review regulated facility self-monitoring reports; coordinate with caseworkers assigned to specific facilities to review and/or inspect regulated facilities to assess compliance; input and update electronic records and files; summarize compliance review findings in written memos; determine appropriate penalties to recommend/assess; develop enforcement orders; coordinate with management, legal counsel and other staff to finalize and issue enforcement orders; participate in settlement negotiations with regulated facility representatives; prepare administrative records and cases for presentation to the Regional Water Board; and present enforcement cases to the Regional Water Board consideration.</p>
30%	<p>Investigate/inspect facilities or properties to assess actual or potential threats to water quality. Conduct field investigations jointly with local, state, or federal agency staff and law enforcement officials at sites where waste, including toxic or hazardous materials, are discharged, threatened to be discharged, or stored. Document observations related to onsite water resources, including surface and ground water, and assess/document the presence and condition of instream habitat, biological receptors, and wetland and riparian zones. Document observations related to impacts or threatened impacts to those water resources and biological receptors associated with onsite development, activities, and conditions. Make appropriate recommendations for abatement, prevention, restoration, mitigation, monitoring, and adaptive management. Input and update electronic records and files. These duties may involve working around toxic and hazardous materials requiring completing and updating hazard evaluation plans prior to field investigations; proper care and maintenance of personal health and safety equipment; participation in appropriate training to perform required work assignments safely; and performing only those duties for which proper training, equipment, and authorization have been granted.</p>
20%	<p>Assist with and/or develop enforcement cases based on referrals from regulatory units/divisions throughout the office. Perform various tasks and gather information from case workers/referring staff to identify water quality violations and to determine and develop appropriate enforcement mechanisms. Where penalties are to be assessed, employ the State Water Resources Control Board's Enforcement Policy penalty methodology to determine an appropriate penalty. Coordinate with management and legal staff to refine methodology, develop enforcement orders, participate in settlement discussions with parties subject to enforcement, prepare administrative records for presentation to the Regional Water Board, and present enforcement cases to the Regional Water Board for consideration. Review proposals for environmental projects to be considered for settlement of enforcement cases.</p>



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<b>Marginal Functions (Including percentage of time):</b>	
10%	File and document written correspondence and materials in the Board's electronic tracking and filing systems. Use the Board's standard data management systems to track and update enforcement cases. Participate in meetings or interviews with other state agencies, local governments, dischargers, consultants, the public, the media, and others. Use communication skills and scientific knowledge to clarify and/or interpret Board policy and water quality standards. Present oral reports to the Board or other governing or regulatory boards and the public, as directed. Prepare maps, graphics, PowerPoints, and other visual aids for presentations as appropriate. Assist with the unit's Geographic Information System (GIS) needs. Distribute/discuss informational and educational resources and provide technical information to members of other agencies, the public, and the media.
5%	Implement the North Coast Water Boards' Racial Equity Resolution. Duties include building relationships with internal and external partners, performing outreach and improving communication with all members of the public to promote equity and equal access to the beneficial uses of water.
5%	Perform other duties as required.

**Typical Physical Conditions/Demands:**

The job requires the 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. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 50 lbs., standing/sitting for long periods of time, and bending and reaching to access office materials.

**Typical Working Conditions:**

The incumbent works in an office building, in an enclosed, non-windowed office cubicle in a smoke-free environment and at cannabis cultivation sites. The work schedule is Monday through Friday. The above work may involve working near toxic and hazardous materials. This position requires extensive travel to remote locations and hiking in mountainous areas under all weather conditions that may exceed eight (8) hours per day.



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<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 with a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date