



Classification: Environmental Scientist
Position Number: 880-270-0762-013

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-270-017	Classification Title: Environmental Scientist	Position Number: 880-270-0762-013
Incumbent Name: Vacant	Working Title: Environmental Scientist	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R10
Division/Office: Office of Information Management and Analysis		Section/Unit: Surface Water Ambient Monitoring (SWAMP) Quality Assurance and Data Management
Supervisor's Name: Tessa Fojut		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: Danielle Klemencic	Date: 1/22/2025

General Statement
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.
Position Description
The Environmental Scientist (ES) is responsible for providing timely and professional technical assistance to the public and staff who are submitting water quality monitoring data to the Water Boards, by phone, e-mail, and remote meetings. The ES is required to work independently, communicate effectively, manage multiple tasks and become proficient in SWAMP quality assurance and data management duties. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.
Essential Functions (Including percentage of time):



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40%	Development, testing, and maintenance of a new data system for storing water quality monitoring data to support the transition to the new system from the existing California Environmental Data Exchange Network (CEDEN) data system. Utilize environmental, water quality, chemistry, field monitoring, and data science knowledge to perform tasks that may include: testing database functionality related to quality control of water quality results and data submission, documenting database functionality, working with external database software staff to resolve issues and develop additional database functions, developing electronic field data sheets, training data submitters on using the new data system, managing controlled database vocabulary and coordinating database vocabulary between the existing and new databases, and managing data in the database.
30%	SWAMP data manager and database liaison duties may include: attending project kickoff meetings, reviewing regional monitoring project plans, reviewing database vocabulary requests, adding vocabulary to databases, and responding to requests. Verify water quality chemistry monitoring results according to the SWAMP Quality Assurance Program Plan to ensure data are submitted and qualified appropriately and load data to appropriate database/portal.
15%	Serve as a technical resource and coordinator for laboratory analytical services to support water quality monitoring by Water Boards programs. Respond to inquiries and facilitate communication between laboratory and program staff, attend meetings with the laboratory representative(s) and staff regarding laboratory analytical services, facilitate training and workgroup meetings on laboratory analytical services. Update and maintain an internal website related to laboratory analytical services within the Water Boards. Track laboratory requests, deliverables, issues and resolutions.

Marginal Functions (Including percentage of time):

10%	Update and develop website content related to SWAMP quality assurance and data management.
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 a desk and type on a keyboard for extended periods of time.

Typical Working Conditions:

The incumbent works on the 19th 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.



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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