



Classification: Environmental Scientist  
 Position Number: 880-110-0762-064

**DUTY STATEMENT**

CURRENT  PROPOSED

<b>RPA Number:</b> 24-110-062	<b>Classification Title:</b> Environmental Scientist	<b>Position Number:</b> 880-110-0762-064
<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, Santa Rosa or Eureka		<b>Section/Unit:</b> Southern Nonpoint Source and 401 Certification Unit
<b>Supervisor's Name:</b> Gil Falcone		<b>Supervisor's Classification:</b> Sr. Environmental Scientist (Supervisory)

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

<b>General Statement</b>
Under the close supervision of a Senior Environmental Scientist (Supervisory) 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 (ES) is responsible for reviewing permit applications, proposed actions, verifying wetland and waters delineations and making jurisdictional determinations, drafting permits, letters and notices, investigating complaints and implementing enforcement actions, by phone, e-mail, mail, Teams and in person. The ES is required to work independently, communicate effectively, manage multiple tasks and become proficient in all 401 Unit duties. Although the position is supervised by the Senior Environmental Scientist for the Southern Nonpoint Source and 401 Certification Unit, the staff will be responsible for conducting duties across the entire North Coast Region.



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

40%	<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 North Coast Region (Basin Plan), the Porter-Cologne Water Quality Control Act, the Federal Clean Water Act, and the California Environmental Quality Act (CEQA) including avoidance, minimization and mitigation measures. Conduct wetland and waters assessments, delineation verifications and jurisdictional determinations. Prepare Public Notices, Clean Water Action Section 401 water quality certifications, and/or waste discharge requirements (WDRs) for project compliance with all regulatory requirements. Develop permits for a range of different project types, including but not limited to: construction, development, grading, utility corridor maintenance, stream crossing installation/upgrade/removal, road construction, aggregate mining, channel and bank stabilization, aquatic habitat restoration, invasive species removal, riparian zone enhancement, ocean/bay dredging, wildfire impacted debris removal oversight, and enforcement requirements. Using scientific analysis methods, research and review project information to assess discharge impacts on water quality in order to develop effective permit requirements. Assess, identify and document wetland and riparian plant species and other indicators for jurisdictional determinations. Evaluate and comment on low impact development/stormwater treatment proposals. Implement the goals of the Policy in Support of Restoration in the North Coast Region. Coordinate with Federal, State and local agencies as needed. Maintain 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. Evaluate and execute the Program's regulatory program to protect and enhance water quality.</p>
30%	<p>Apply scientific methods and principles to site inspections and field investigations including wetland and waters delineations and jurisdictional determinations. Conduct site investigations: evaluate the effectiveness of project design measures and construction best management practices (BMPs) for water quality protection, including erosion and sediment control, wetland and riparian area site protection, and endangered species protection. Conduct field investigations: review and evaluate project environmental studies and mitigation and monitoring plans. Perform various field tasks: observe construction practices, evaluate BMPs, apply scientific wetland and stream assessment methods and delineation verification at impact site and mitigation sites to verify that lost functions are replaced, collect samples of runoff, water, soil and waste contaminated with pollutants. Support assorted agricultural programs as needed both in the office and in the field.</p>



15%	Review complaints from the public or other agencies and conduct follow up actions to address threatened or existing nonpoint source pollution sources. Coordinate with Regional Board Enforcement Unit to assure appropriate action is taken. Outreach to landowners, complainants, agencies, or other stakeholders. Coordinate and participate in field inspections of waters of the state; complete field inspection documentation including jurisdictional determinations of waters of the state and write reports; identify waters of the state and make jurisdictional determinations; develop notices of violation, and progressive enforcement actions.
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**Marginal Functions (Including percentage of time):**

10%	Participate and communicate effectively on various technical and interagency committees, including those directly related to permitting activities and those related to broader programmatic permitting issues and research. Prepare effective presentation materials and make logical, comprehensible, and convincing written and oral presentations at public hearings and other meetings as required. Represent the Regional Water Board policies before the general public, special interest groups, technical committees, and governmental agencies in the review of the 401 Water Quality Certification and/or waste discharge permit projects, and in review of other related projects as appropriate. Represent the Regional Water Board policies before the general public, special interest groups, technical committees, and governmental agencies in the review of projects. Act in a capacity as necessary to fulfill the unit's responsibilities to the office management and administrative staff with respect to providing timely responses to internal and external customers.
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5%	Perform other duties as required.
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**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. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, working within streams, wetlands and other aquatic environments, carrying more than 50 lbs., standing/sitting for long periods of time, drive up to 8 hours to project sites.

**Typical Working Conditions:**

The incumbent works in a single- or two-story office building in Santa Rosa or Eureka, CA, in an enclosed, non-windowed office cubicle in a smoke-free environment with the possibility of a limited hybrid schedule that includes some remote home office work and periodic fieldwork. The work schedule is Monday through Friday. Travel and overnight stays may be required within the state driving up to 8 hours in a day. Fieldwork can occur in urban and remote areas within the North Coast Region.



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