



Classification: Environmental Scientist
 Position Number: 880-170-0762-019

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-170-032	Classification Title: Environmental Scientist	Position Number: 880-170-0762-019
Incumbent Name: Vacant	Working Title: Environmental Scientist	Effective Date: TBD
Tenure: Permanent	Time Base: Full-time	CBID: R10
Division/Office: CA Regional Water Quality Control Board Colorado River Basin Region		Section/Unit: Water Quality Standards/Nonpoint Source
Supervisor's Name: Emma McCorkle		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: <i>Penelope Fisher-Liu</i>	Date: 02/23/2025

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 classification performs scientific office and field work. Office work includes research and data collection on environmental and natural resource management for use in reports such as Total Maximum Daily Loads or Basin Plan Amendments. In addition, Environmental Scientists perform data analysis, investigations, or studies pertaining to the development and implementation of orders or the Basin Plan. This position is public facing with some correspondence occurring between government entities, non-governmental organizations, and the public.

Essential Functions (Including percentage of time):



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45%	Prepare Basin Plan Amendments (BPAs), Total Maximum Daily Loads (TMDLs), and supporting documents for surface waters: Conduct the necessary scientific and regulatory research to prepare technical reports. Draft supporting California Environmental Quality Act (CEQA) documentation (e.g., Negative Declarations) and staff reports for BPAs and TMDLs. Conduct public reviews and respond to comments on the draft BPAs and TMDLs and presents them to the Regional Water Board for adoption. Assist State Water Board, Office of Administrative Law, and U.S. Environmental Protection Agency by preparing administrative records and responding to project inquiries during the approval process.
40%	Review and comment on technical reports required by the BPAs, TMDLs, and agricultural orders, including water quality improvement plans, monitoring reports, and special studies. Review water quality monitoring data to assess implementation of BPAs and TMDLs. Draft formal and informal enforcement correspondence to address noncompliance. Develop and give presentations at public meetings regarding ongoing programs to assess the effectiveness of policies and the development of new TMDLs or BPAs.

Marginal Functions (Including percentage of time):

10%	Manage TMDL and NPS contracts, attend roundtables, and prepare progress reports when requested.
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, 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. Site visits may involve navigating uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday.

Typical Working Conditions:

This is a hybrid position. The incumbent works on the first floor of an office building in central Palm Desert, in an enclosed, non-windowed office cubicle in a smoke-free environment when in the office. The incumbent also has a workspace in a secondary location, typically their home that is set up much like the state office. The work schedule is Monday through Friday. Travel may be required locally and within the state. Occasionally staff may be asked to attend outreach events on weekends or outside of normal work hours.



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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