Classification: Environmental Scientist
Position Number: 880-130-0762-033

DUTY STATEMENT

☐ **CURRENT** ☒ **PROPOSED**

RPA Number: 24-130-072	**Classification Title:** Environmental Scientist	**Position Number:** 880-130-0762-033
Incumbent Name: Vacant	**Working Title:** Environmental Scientist	**Effective Date:** TBD
Tenure: Permanent	**Time Base:** Full Time	**CBID:** R10
Division/Office: Central Coast Water Board	**Section/Unit:** 401 Certification/Fuels	
Supervisor's Name: Phil Hammer	**Supervisor's Classification:** Senior Environmental Scientist	

Human Resources Use Only:	
HR Analyst Approval: Nina Lopez	**Date:** 02/21/2025

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 is responsible for evaluating potential threats to water quality due to activities in waters of the state and implementing appropriate regulatory actions. The Environmental Scientist works independently, communicates effectively, and manages multiple tasks. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.

Essential Functions (Including percentage of time):	
40%	Issue and enforce permits to protect water quality in surface waterbodies. Use scientific knowledge and skills to determine types and significance of impacts to watershed processes, hydrology, fluvial geomorphology, habitat, beneficial uses, and water quality resulting from development, infrastructure maintenance, flood control, and other activities. Assess project alternatives to avoid and minimize impacts to waters and assess plans to offset impacts to waters. Make scientific determinations and recommend appropriate conditions for issuing permits and protecting and restoring water quality, beneficial uses, watershed processes, and watershed health. Provide technical assistance and program administrative assistance to project applicants. Analyze data to determine condition, characteristics, functions, and values of waters.
30%	Use scientific knowledge and skills to conduct regulatory oversight of permitted facilities. Conduct inspections and review reports to assess compliance. Document findings observed in the field. Review and analyze data. Interpret and apply laws and regulations. Prepare staff letters and reports and meet with responsible parties to communicate findings. Enter, maintain, and process pertinent information in program databases.
15%	Identify non-compliance with regulatory requirements and recommend and implement appropriate enforcement action. Coordinate with enforcement staff and legal counsel to prepare formal and informal enforcement actions, including, but not limited to, notices of violation, notices to comply, cleanup and abatement orders, cease and desist orders, time schedule orders, and administrative civil liability orders.
10%	Manage and participate in public participation processes for preparation and approval of permits. Seek stakeholder input, participate in public workshops and hearings, and respond to stakeholder comments. Prepare and present staff reports and technical reports to the Central Coast Water Board.
Marginal Functions (Including percentage of time):	
5%	Perform other duties as required.
Typical Physical Conditions/Demands:	
The job requires extensive use of a personal computer and the ability to sit or stand at a desk, utilize a phone, and type on a keyboard for extended periods of time; to lift 15 pounds; to bend and reach above shoulders to retrieve files, documents, or equipment; and, during site inspections, to navigate uneven, rugged terrain outdoors for extended periods of time.	

Typical Working Conditions:
The incumbent works primarily in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Field work and occasional overnight travel are required.

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