Classification: Environmental Scientist
Position Number: 880-455-0762-005

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 24-455-015	**Classification Title:** Environmental Scientist	**Position Number:** 880-455-0762-005
Incumbent Name: Vacant	**Working Title:** Environmental Scientist	**Effective Date:** March 2025
Tenure: Permanent	**Time Base:** Full Time	**CBID:** R10
Division/Office: Division of Drinking Water / Resiliency and Data Branch	**Section/Unit:** Quality Assurance Section / Needs Analysis Unit	
Supervisor's Name: Vacant	**Supervisor's Classification:** Senior Environmental Scientist (Supervisory)	

Human Resources Use Only:	
HR Analyst Approval: Alexandra Ruiloba-Olah	**Date:** March 21, 2025

General Statement

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.

Position Description

The Environmental Scientist (ES) in the Needs Analysis Unit is responsible for providing timely and professional scientific support for the Safer and Affordable Funding for Equity and Resilience (SAFER) Program. The ES is responsible for supporting the annual Needs Assessment by conducting data collection and scientific analysis of environmental data in order to identify public water systems that are either failing or at-risk of failing to provide a safe and adequate supply of affordable drinking water. The ES is required to work independently and in coordination with the Senior ES (Supervisory) and other State Water Resources Control Board (SWRCB) staff.

Essential Functions (Including percentage of time):

40%	Using scientific methods and principles, support the SAFER program needs through data collection and tracking, data quality review, and data analysis related to the development of risk indicators and technical, managerial, and financial capacity evaluations for public water systems, state small water systems, and domestic wells. Use scientific knowledge and technical expertise to assist in the review of potential risk indicators (e.g., quantifiable measurements of key data points that assess the potential for a water system to fail to sustainably provide an adequate supply of drinking water due to water quality, accessibility, affordability, or technical, managerial, and financial capacity issues) created by the Needs Analysis Unit staff through a public process. This includes supporting the development of white papers and technical reports for the SWRCB website based on technical research and the use of methodologies developed through the stakeholder process. Assist in the facilitation of training for SWRCB staff and external stakeholders to understand the risk indicators which are defined via the stakeholder process. Develop, maintain, and enhance geospatial datasets and scientific analysis to support the identification and tracking of failing and at-risk of failing water systems and their needs. Advise in the conceptual development of reporting tools by utilizing research to envision how information may be best conveyed to stakeholders for the SAFER Clearinghouse database, working with Division of Drinking Water staff including Research Data Scientists within the Needs Analysis Unit which are responsible for the actual data manipulation, and the Division of Information Technology staff who are responsible for developing the tools. This includes, as a scientific consultant, supporting the analysis and interpretation of collected data through advising on the creation of visualizations and other tools by Division of Information Technology staff and consulting with the Research Data Scientists within the Needs Analysis Unit. This includes documenting requirements and testing to ensure these tools are operating and displaying data correctly.
25%	Assist in the coordination and facilitation of public workshops and other public forums to obtain public and stakeholder input on the development of the Needs Assessment methodologies (Affordability Assessment, Risk Assessment, and Cost Assessment) and to ensure accessibility and ease of use of newly created maps, tools, and ongoing data collection to support the annual Drinking Water Needs Assessment. Work with internal and external stakeholders to evaluate maps, graphics, software, and other materials for effective presentations of water system data. Answer scientific and regulatory questions from the public, State Water Board staff, Regional Water Board staff, other state and local agencies, and the regulated community.

20%	As a consultant, provide scientific and technical support to the Resiliency and Data Branch, including scientific analysis as well as data analysis, integration and quality assurance and control of environmental data around potential risk indicators that may demonstrate a public water system is at risk of failing or is failing. Consult and provide advice on scientific data-driven research and statistical analysis to support ensuring information needs are met for the completion of the annual Needs Assessment and other similar workload. Participate in and support scientific tasks with internal and external teams to ensure work is peer reviewed and stakeholders are afforded the opportunity to participate. Assist in the evaluation of materials gathered and stakeholder feedback to evaluate appropriateness and relevancy. Participate in internal and external committees and workgroups to support the duties assigned and ensure transparency and data accessibility for the public and other stakeholders. This includes communicating scientific and technical information effectively and maintaining cooperative relationships to support constructive discourse in the continuing refinement of the annual Needs Assessment.
10%	Support the collection, maintenance, and analysis of water system financial and affordability data. This may include survey design, customer support, and data quality control and assurance.

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/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.

Typical Working Conditions:

The incumbent works on the 17th 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. Mandatory overtime, including evening and weekend work may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

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