



Classification: Environmental Scientist
 Position Number: 880-250-0762-182

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-250-083	Classification Title: Environmental Scientist	Position Number: 880-250-0762-182
Incumbent Name: Vacant	Working Title: Environmental Scientist	Effective Date: December 2023
Tenure: Permanent	Time Base: Full Time	CBID: R10
Division/Office: Division of Water Quality		Section/Unit: Surface Water Section/Industrial-Construction Unit
Supervisor's Name: Patrick Otsuji		Supervisor's Classification: Senior Environmental Scientist

Human Resources Use Only:	
HR Analyst Approval:	Date:

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 incumbent is part of an interdisciplinary team coordinating with the Regional Water Boards, regulated entities, non-governmental organizations, and the public. The incumbent shall work on the development and implementation of the National Pollutant Discharge Elimination System Stormwater Construction and Industrial General Permits by applying specific scientific knowledge and principles in the completion of the specified duties described below:



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Essential Functions (Including percentage of time):

40%	Support the reissuance and implementation of the statewide NPDES construction and industrial stormwater permits (permits). Provide scientific support and expertise in the development of permit requirements; provide recommendations on monitoring plan design and implementation to support watershed protection; participate in the development and analysis of quality assurance and quality control provisions; review and respond to comments, create and/or manage the development of technical guidance documents and presentations to assist permittees with permit implementation; and meet in-person and virtually with internal and external stakeholder groups to provide information and training.
15%	Use geographic information systems, modeling, and data analysis to develop tools and program deliverables in support of permits. Report results to the Unit Chief and present technical recommendations.
15%	Curate and analyze data to identify insights that are useful for answering questions that further the mission of the Stormwater Program. Develop or participate in the development of reports using data visualization tools and software.

Marginal Functions (Including percentage of time):

10%	Support the Stormwater Help Desk by providing excellent customer service responding to technical, scientific, and administrative inquiries from permittees and other interested parties. Review and process stormwater applications. Train, mentor, and assist scientific aids.
10%	Participate in the Stormwater Roundtable and the California Stormwater Quality Association meetings and sub-committees. Participation may include preparation of documents and taking meeting notes.
5%	Represent the Water Boards in outreach and engagement efforts, including giving presentations, facilitating meetings and workshops, and conducting Tribal consultations. Conduct community and Tribal outreach and engagement, establish and maintain partnerships, and foster open communication for voices from historically underserved <i>and disadvantaged</i> communities, including conducting outreach and analyses and developing findings consistent with Water Code section 13149.2. Conduct programmatic assessments and identify actions to implement the <i>Water Board's</i> Racial Equity Resolution, Racial Equity Action Plan, Human Right to Water Resolution, and Climate Change Resolution in integrated water resource management. <i>In cooperation with the Communications Office and the Office of Public Participation</i> develop talking points, presentations, and outreach material for members of the media and the public. Clearly convey complex analyses and concepts to diverse audiences and respond to technical and regulatory questions.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires the ability to sit/stand at desk for extended periods of time using a personal computer. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

When not telecommuting, the incumbent works on the 15th 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. Occasional travel may be required locally and within the state.



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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
Patrick Otsuji		

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

YES NO

Employee Name	Employee Signature	Date