



Classification: Environmental Scientist
Position Number: 880-240-0762-070

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-240-038	Classification Title: Environmental Scientist	Position Number: 880-240-0762-070
Incumbent Name: Vacant	Working Title: Environmental Scientist	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R10
Division/Office: Office of Research, Planning, and Performance (ORPP)		Section/Unit: Conservation Program
Supervisor's Name: Karina Herrera		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: Danielle Klemencic	Date: 02/13/2025

General Statement
Under 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 solicit and consider internal/external customer input when completing work assignments.
Position Description
The Environmental Scientist (ES) is responsible for supporting implementation of the Making Conservation a California Way of Life regulation, leading outreach and engagement efforts with the regulated community and partners. and carrying out technical analyses to support water conservation actions. The ES is required to work independently, communicate effectively, and manage multiple tasks simultaneously. The ES will help support an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. The ES is expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.
Essential Functions (Including percentage of time):



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40%	Lead major components of the implementation of the Making Conservation a California Way of Life regulation including Commercial, Industrial, and Institutional (CII) performance measures, the bonus incentive for potable reuse water, and the compliance support strategy. Conduct community and Tribal outreach and engagement, establish and maintain partnerships, and foster open communication for voices from historically underserved and disadvantaged communities, including conducting outreach and analyses. Organize and assist with outreach and public workshops; develop and design written program materials and fact sheets. Conduct analyses to assist with water conservation compliance and enforcement actions and strategies. Gather information necessary to support compliance and enforcement actions for water suppliers or other entities not in compliance with conservation regulations. Information may include degree of compliance, water use, and factors affecting water use targets, including weather data.
30%	Conduct technical analysis to support the implementation of water conservation regulations. Support water data collection processes, analyses, and reporting. Evaluate existing and proposed urban water conservation requirements, using information collected by the Water Boards and other entities. This includes performing analyses and writing reports or other analytical written materials on urban water use, water waste, and water use by CII organizations to inform statewide reports and metrics, and variance requests.
25%	Support administration of the water conservation and efficiency programs, including Making Conservation a California Way of Life and monthly conservation reporting. Respond to public inquiries about water conservation and efficiency. Serve as a liaison between the conservation program and other Board divisions and state and federal agencies, including the California Energy Commission and the United States EPA EnergyStar program. Attend and take notes at inter-agency workgroup meetings. Conduct programmatic assessments and identify actions to implement the Water Board's Racial Equity Resolution, Racial Equity Action Plan, Human Right to Water Resolution, and Climate Change Resolution in integrated water resource management. Perform legislative and budget analyses as required.

Marginal Functions (Including percentage of time):

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.

Typical Working Conditions:



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The incumbent works a hybrid schedule. The office is on the 13th floor of a high-rise office building in Downtown Sacramento, with enclosed, non-windowed office cubicles in a smoke-free environment. The work schedule is Monday through Friday, core hours are 9 am to 5 pm. 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