



Classification: Environmental Scientist
Position Number: 880-130-0762-073

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 24-130-155	Classification Title: Environmental Scientist	Position Number: 880-130-0762-073
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: Irrigated Lands
Supervisor's Name: Elaine Sahl		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:

HR Analyst Approval: *Nina Lopez*

Date: 06/19/2025

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 is responsible for providing timely, technical, and professional case management involving the assessment, investigation, and/or cleanup of assigned cases in the Irrigated Lands Program. The Environmental Scientist is required to work independently, communicate effectively, manage multiple projects and tasks, and regularly develop technical and project management skills. Proficient utilization of office equipment and the Microsoft Office suite is required daily. Field work outside the office may also be required at times.



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Essential Functions (Including percentage of time):

35%	Implement the Irrigated Lands Program. Respond to requests for information or technical assistance associated with enrolling for coverage under and complying with the Agricultural Order. Using scientific protocols, prepare and review technical correspondence, plans, assessments, reports, permits, grants, contracts, and other documents. Conduct and participate in enrollment and compliance assurance activities and assess compliance with permits, enforcement orders, and water quality regulations including the Porter-Cologne Water Quality Control Act, Clean Water Act, and Water Quality Control Plans. Review and enter data and information and related correspondence (e.g., enrollments, monitoring, inspections, and technical reports) in the Water Board's electronic tracking and filing systems.
25%	Perform and assist on complex environmental and scientific investigations, analyses, research, surveys, and studies. Create and utilize innovative data and database management, analysis, and visualization tools including, but not limited to, Geographic Information Systems (GIS), SQL, MS Server, MS Access, MS Power Bi, Visual Basic for Applications (VBA), Tableau, statistical analysis software, iMacros, and other scripts and code.
15%	Participate in meetings or interviews with other state agencies, local governments, dischargers, consultants, public, media and various task forces/committees. Maintain and develop the Irrigated Lands Program website and fact sheets. Develop presentation materials and conduct presentations of investigations at various conferences and meetings. Coordinate with other state and local agencies regarding program implementation.
15%	Organize and conduct environmental site investigations and facility inspections. Plan, organize, and conduct environmental site investigations and facility inspections. Review aerial imagery, water quality models, enrollment data, and other information. Gather evidence and information during pre-inspection reconnaissance, inspections, and interviews. Collect waste, soil, and water quality measurements and samples for analysis. Conduct environmental assessments, including threats to water quality. Develop inspection and investigation reports to document observations, assessments, and directives.

Marginal Functions (Including percentage of time):

5%	Participate in development and review of local, regional, and statewide policy, plans and programs associated with agricultural activities, which may affect water quality or water resources. Provide recommendations to promote protection for water quality, monitoring or testing programs, or protocols to measure and/or demonstrate effectiveness of environmental protection strategies.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a 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 move 25 pounds, bend and reach above shoulders to retrieve files and/or documents. The job also involves occasional fieldwork, including the need to navigate uneven, rugged terrain for extended periods of time, sometimes in extreme temperatures, and to operate a motor vehicle.

Typical Working Conditions:



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The incumbent works in an enclosed cubicle (which may be non-windowed) in an office building in San Luis Obispo, California. The office is a smoke-free environment. The work schedule is Monday through Friday. Occasional travel and overnight stays may be 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