



Classification: Environmental Scientist
Position Number: 880-130-0762-065

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 24-130-158	Classification Title: Environmental Scientist	Position Number: 880-130-0762-065
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: Stormwater
Supervisor's Name: Leah Lemoine		Supervisor's Classification: Senior Water Resource Control Engineer (Supervisory)

Human Resources Use Only:

HR Analyst Approval: *Nina Lopez*

Date: 07/09/2025

General Statement

Under the close supervision of a Senior Water Resource Control Engineer 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

Working under established policies and guidelines, the incumbent will implement the Water Board's National Pollutant Discharge Elimination System (NPDES) stormwater programs. Using scientific knowledge, professional judgement and regulatory skills, the incumbent will evaluate, review, check, and interpret stormwater permit applications, technical reports, specifications, and monitoring data; issue stormwater permits; conduct compliance inspections and audits; prepare reports; and draft orders for Board consideration. The incumbent will manage case information using the appropriate internal web-based databases such as the California Integrated Water Quality System (CIWQS), Stormwater Multiple Application Reporting & Tracking System (SMARTS), GeoTracker, and Paperless Office (ECM).

Essential Functions (Including percentage of time):

25%	Use scientific knowledge and professional judgment to ensure municipal stormwater programs include necessary program components and comply with requirements that protect and restore water quality, beneficial uses, and watershed health. Require implementation of and make recommendations for: general stormwater management; stormwater pollution prevention and treatment; total maximum daily load implementation; investigation of stormwater pollution sources, including natural background sources; stormwater flow control and hydromodification prevention; low impact development; land use planning that supports healthy watersheds and groundwater protection; post-construction stormwater controls, and monitoring to determine effectiveness of stormwater programs. Write stormwater permits and requirements; conduct audits and inspections; review stormwater programs, annual reports, and other submittals; and conduct appropriate follow-up actions including enforcement. Provide comments on program status and permit compliance. Incumbent will provide technical assistance to municipalities. Enter, maintain, and process pertinent information in databases.
25%	Implement construction stormwater permitting programs. Use scientific knowledge and professional judgment to ensure construction activities implement pollution control practices and to ensure compliance with State and Regional Board permits, legislation, and enforcement actions. Provide scientific technical assistance to landowners, contractors, developers, facility owners and operators, municipal planners, municipal inspectors, and municipal permitting staff, related to construction sites. Inspect sites and facilities to ensure and determine compliance with stormwater regulations and requirements. Field tasks may include collecting samples of water, soil, and waste contaminated with toxic and hazardous materials for analysis and evaluation of the actual field performance of dischargers' sites and facilities. Review and evaluate Storm Water Pollution Prevention Plans (SWPPPs), Best Management Practices (BMPs), receiving water/watershed and applicable total maximum daily loads (TMDLs), analytical data, site maps, reports, data (hydrologic, hydrogeologic, lithologic, other) and other permit documentation for permit compliance. Manage workload using various computer applications, including Stormwater Multiple Application and Report Tracking System (SMARTS). Prepare compliance evaluation reports, technical documents, and enforcement orders. Review and process notice of termination (NOT), change of information (COI), records review, and other enrollee requests based on sound technical analyses.

25%	Implement industrial stormwater permitting programs. Use scientific knowledge and professional judgment to ensure industrial facilities implement pollution control practices and comply with requirements that protect and restore water quality, beneficial uses, and watershed health. Provide scientific technical assistance to landowners, contractors, developers, facility owners and operators, municipal planners, municipal inspectors, and municipal permitting staff related to industrial facilities. Inspect sites and facilities to ensure and determine compliance with stormwater regulations and requirements. Field tasks may include collecting samples of water, soil, and waste contaminated with toxic and hazardous materials for analysis and evaluation of the actual field performance of dischargers' sites and facilities. Review and evaluate Storm Water Pollution Prevention Plans (SWPPPs), Best Management Practices (BMPs), Exceedance Response Action (ERA) reports, receiving water/watershed and applicable total maximum daily loads (TMDLs), analytical data, site maps, reports, data (hydrologic, hydrogeologic, lithologic, other) and other permit documentation for permit compliance. Develop and interpret geologic maps and conduct slope stability calculations. Manage workload using various computer applications, including Stormwater Multiple Application and Report Tracking System (SMARTS). Prepare compliance evaluation reports, technical documents, and enforcement orders. Review and process notice of termination (NOT), change of information (COI), records review, and other enrollee requests based on sound technical analyses.
15%	Assist with enforcement of stormwater discharge permits. Identify non-compliance and implement or recommend enforcement. Coordinate with enforcement staff and legal counsel to prepare formal and informal enforcement actions, including, but not limited to, notices of violations, notices to comply, cleanup and abatement orders, cease and desist orders, time schedule orders, and administrative civil liability orders. Prepare informal and formal enforcement actions for site/facility owners that fail to obtain coverage or fail to comply with permit requirements. Analyze enrollee monitoring data for compliance with permit criteria, sampling/analytical procedures, and quality assurance/control standards. Meet and discuss enforcement processes with dischargers; respond to legal, management, and public comments; and monitor enforcement progress. Perform follow-up investigations; conduct environmental analysis, research, surveys, interpretation, and summarization of compliance data to assist in enforcement case development; and conduct outreach. As part of the Region's prosecution team, assist in developing and negotiating penalties and supplemental environmental projects with dischargers.



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Marginal Functions (Including percentage of time):

5%	Respond to or assist in the response to complaints related to stormwater discharges and unauthorized non-stormwater discharges at regulated and unregulated facilities. Coordinate with appropriate internal and external partners to inform appropriate regulatory or enforcement response, as is necessary. Review technical engineering reports prepared in response to these discharges and make recommendations for appropriate enforcement response.
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 a 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. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 50 lbs, standing/sitting for long periods of time, etc.

Typical Working Conditions:

Working conditions are an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. 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