



Classification: Environmental Scientist  
Position Number: 880-120-0762-059

## DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

<b>RPA Number:</b> 25-120-004	<b>Classification Title:</b> Environmental Scientist	<b>Position Number:</b> 880-120-0762-059
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Environmental Scientist	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time	<b>CBID:</b> R10
<b>Division/Office:</b> San Francisco Bay Regional Water Quality Control Board (Region 2)		<b>Section/Unit:</b> NPDES Division / NPDES 2
<b>Supervisor's Name:</b> James Parrish		<b>Supervisor's Classification:</b> Senior Environmental Scientist (Supervisory)

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> Julie Vega	<b>Date:</b> July 2025

<b>General Statement</b>
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.
<b>Position Description</b>
The incumbent will perform professional water quality control-related technical work related to regulating point source discharges to surface water in accordance with federal and state water quality laws, regulations, policies, and guidelines. The incumbent will lead projects in support of technical, scientific, and programmatic functions to support regulation of point source discharges to surface water from various facilities and sites that generate and discharge wastewater.
<b>Essential Functions (Including percentage of time):</b>

20%	<p>Manage development of National Pollutant Discharge Elimination System (NPDES) permits by scoping, planning, tracking, and communicating with external stakeholders. Prepare permits for various wastewater treatment systems using scientific principles and knowledge of physical, biological, and chemical treatment in accordance with the Federal Clean Water Act, California Water Code, and related regulations; write draft permits, including discharge prohibitions, technology-based and water quality-based effluent limitations, and specific provisions; write supporting fact sheets; draft monitoring; and reporting programs. Prepare and present packages for Water Board hearings; review and respond to stakeholder comments; coordinate with legal counsel; prepare agenda packages; give presentations during hearings; prepare final orders; and compile administrative records and responses for orders petitioned to State Water Board. Serve as expert witness in Water Board and court actions. Manage these and related tasks by establishing, adapting, and meeting milestones and completion dates.</p>
20%	<p>Using scientific knowledge, oversee assigned cases related to wastewater treatment systems for compliance with permit requirements by responding to inquiries, reviewing and evaluating technical reports, justifying new or updated requirements, and taking appropriate follow up actions. Provide oral and written correspondence (i.e., via email) regarding projects with external stakeholders, peers, and management. Develop written reports and presentations and attend meetings with peers, supervisors, management, and external stakeholders. Provide the status of tasks or projects, share technical and regulatory information, seek input, and facilitate and support decisions surrounding assigned cases. Evaluate monitoring and other technical and scientific data for completeness and compliance with requirements. Evaluate wastewater treatment plans and other technical documentation related to wastewater treatment operation, maintenance, upgrade, and compliance. Enter case facts, permit requirements, and compliance information into databases, including the California Integrated Water Quality System (CIWQS) and OnBase (paperless document management system). Follow up on reported spills in accordance with spill response protocols using good scientific judgment. Propose and prepare enforcement actions (i.e., notices of violation, mandatory minimum penalties, administrative civil liabilities, cease and desist orders, and referrals to District Attorney or Attorney General). For enforcement actions that require Board approval, prepare and present enforcement packages for Board consideration.</p>

15%	Using scientific knowledge, oversee assigned cases related to wastewater treatment systems for compliance with permit requirements by responding to inquiries, reviewing and evaluating technical reports, justifying new or updated requirements, and taking appropriate follow up actions. Evaluate the monitoring and other technical and scientific data for completeness and compliance requirements. Evaluate wastewater treatment plans and other technical documentation related to wastewater treatment operation, maintenance, upgrade, and compliance. Enter case facts, permit requirements, and compliance information into databases, including the California Integrated Water Quality System (CIWQS) and OnBase (paperless document management system). Follow up on reported spills in accordance with spill response protocols using scientific knowledge. Propose and prepare enforcement actions (i.e., notices of violation, mandatory minimum penalties, administrative civil liabilities, cease and desist orders, and referrals to District Attorney or Attorney General). For enforcement actions that require Board approval, prepare and present enforcement packages for Board consideration.
15%	Inspect permitted and unpermitted sites and prepare inspection reports to evaluate compliance with or the need for permits, enforcement orders, submittal of technical and scientific data, and other water quality protection requirements. Identify and investigate instances of non-compliance with permits, enforcement actions, requirements to submit technical and scientific data, and other water quality protection requirements based on inspections, monitoring data, and other available technical, scientific, and non-technical information.
10%	Using scientific knowledge and technical expertise, assist in the oversight of the pollution prevention program to account for the physical, chemical, and biological properties of pollutants and their sources, toxicity, fate, and transport. Represent the Regional Water Board at Bay Area Pollution Prevention Group meetings. Track submittals and review annual pollution prevention reports. Attend pollution prevention-related conference as directed. Select the awardee and present the annual Teng-chung Wu Pollution Prevention Award. Submit comment letters on U.S. EPA pesticide registration reviews. Review pretreatment local limit reports, approve proposed limits, and provide feedback to dischargers. Prepare Executive Officer Report items as necessary.
10%	Work collaboratively in groups internally and with external stakeholders to develop technical, regulatory, and procedural recommendations for projects and issues related to their expertise and assignments, including contaminants of emerging concern, aquatic toxicity, nutrients, climate change adaptation, and other critical matters related to the NPDES program.
<b>Marginal Functions (Including percentage of time):</b>	
5%	Answer questions from co-workers and external customers; participate in internal committees and workgroups; attend staff meetings and trainings; and consult and advise federal, state, local agencies, the public, and others involved in water quality control in matters pertaining specific cases or permitting in general.



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5%	Perform other duties as required.
<b>Typical Physical Conditions/Demands:</b>	
The job requires extensively using an agency-provided personal computer; the ability to sit/stand at a desk; communicate regularly through Microsoft Outlook and Microsoft Teams, including utilizing a Voice over Internet Protocol (VoIP) phone; and type on a keyboard for extended periods of time. The job also requires the ability to navigate a wide range of field conditions for compliance inspections, including wastewater collection and treatment systems, industrial facilities, construction sites, roads, and streams, wetlands, ponds/lakes, and shorelines.	
<b>Typical Working Conditions:</b>	
The standard work schedule is Monday through Friday. Travel may be required locally and within the state.	

<b>Supervisor Statement</b>		
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