



Classification: Environmental Scientist
Position Number: 880-455-0762-002

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-455-001	Classification Title: Environmental Scientist	Position Number: 880-455-0762-002
Incumbent Name: Vacant	Working Title: Environmental Scientist	Effective Date: July 2025
Tenure: Permanent	Time Base: Full Time	CBID: R10
Division/Office: Division of Drinking Water/Central California Drinking Water Field Operations Branch		Section/Unit: Lead and Copper Rule Revisions Unit
Supervisor's Name: Wes Stieringer-Sisneros		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: Alexandra Ruiloba-Olah	Date: July 30, 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 will maintain consistent and regular attendance, communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures regarding attendance, leave, and conduct.
Essential Functions (Including percentage of time):



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45%	Provide scientific assistance related to the Lead and Copper Rule (LCR), Lead and Copper Rule Revisions (LCRR), and Lead and Copper Rule Improvements (LCRI), which involves reviewing and answering technical questions about lead service line inventories, replacement plans, lead & copper tap sampling plans, and corrosion control. Review inventory, replacement, and tap sampling plans using U.S. Environmental Protection Agency (U.S. EPA) guidance and U.S. EPA created check lists to ensure compliance with LCRR/LCRI regulations. Track and evaluate multiple reports from water systems submitted for compliance (e.g. annual inventory updates, replacement plan summaries, etc). Provide scientific expertise when answering technical questions regarding regulations from stakeholders. Conduct scientific investigations, inspections, studies, and prepare surveys and reports related to the LCR/LCRR/LCRI.
35%	Apply scientific knowledge and expertise to determine the implications of LCR/LCRR/LCRI regulations on water systems' operations while helping to develop forms/templates, communication and education materials that water systems will use to comply with LCR/LCRR/LCRI regulations. Using scientific methods, analyze lead and copper tap sample results extracted from existing and future databases used by the Division of Drinking Water (DDW), including the Safe Drinking Water Information System (SDWIS), to determine compliance with the LCR/LCRR/LCRI monitoring requirements and perform enforcement activities as needed by entering violations in SDWIS, determining needed corrective actions, and creating enforcement documents and communication. Participate in workgroups, including the LCRR Workgroup, by utilizing their scientific knowledge and expertise to assist in the development of guidance material related to the LCRR/LCRI for water systems and staff.
Marginal Functions (Including percentage of time):	
10%	Assist in extracting and reporting data (e.g. the inventory of service line material and replacement plan information) received by DDW to the public via the LCR/LCRR/LCRI website. Assist with maintaining the Division's LCR/LCRR/LCRI website to ensure content accuracy and relevance for water systems and the public by identifying needed updates of posted information, preparing web page update requests for executive approval, and managing submission of these requests to the Division of Information Technology for posting.
5%	Using scientific knowledge and expertise, conduct enforcement activities to bring public water systems into compliance with applicable State laws and regulations. Draft enforcement letters, citations, and compliance orders for the Senior Environmental Scientist's review and signature. Track compliance dates and takes necessary follow-up action to ensure public water systems comply with directives of the Division.
5%	Perform other duties as required.
Typical Physical Conditions/Demands:	



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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. During occasional field visits, may need to navigate uneven, rugged terrain for extended periods of time including hiking and climbing tanks in varying temperatures throughout the workday and different seasons, driving to field visits up to three to four (3-4) hours away. Must possess a valid driver's license and be able to operate motorized vehicle to inspections sites.

Typical Working Conditions:

The incumbent works in a state owned or leased facility, in 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 for in-person meetings or to conduct site visits up to three to four (3-4) hours away and may occasionally require overnight stays. Collaboration with field operation branch staff will require in-office participation with local staff based on the operational needs of the position.

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