



Classification: Senior Environmental Scientist  
(Supervisory)  
Position Number: 880-120-0764-010

## DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

<b>RPA Number:</b> 25-120-007	<b>Classification Title:</b> Senior Environmental Scientist (Supervisory)	<b>Position Number:</b> 880-120-0764-010
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Section Leader	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time	<b>CBID:</b> S10
<b>Division/Office:</b> San Francisco Bay Regional Water Quality Control Board (Region 2)		<b>Section/Unit:</b> Planning/Total Maximum Daily Load (TMDL) and Basin Planning
<b>Supervisor's Name:</b> Xavier Melanson-Fernandez		<b>Supervisor's Classification:</b> Environmental Program Manager I (Supervisory)

### Human Resources Use Only:

**HR Analyst Approval:** Brittany Liverett

**Date:** 08/18/2025

### General Statement

Under the general direction of an Environmental Program Manager I (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 San Francisco Bay Regional Water Quality Control Board's (Water Board's) mission is to preserve, protect, enhance, and restore water quality within the San Francisco Bay Region through its authority under the Clean Water Act (CWA) and Porter-Cologne Water Quality Control Act. The incumbent will use technical skills, science knowledge, and supervisory abilities to lead the activities of the Planning Division's TMDL and Basin Planning Section. The section consists of technical staff responsible for developing water quality standards and implementation plans, and policies for waters in the region, including TMDLs and implementation plans for pollutants impairing waters in the region. Technical staff members are also responsible for implementing the Region's Surface Water Ambient Monitoring Program (SWAMP) and the San Francisco Bay navigational dredging permitting program.

### Essential Functions (Including percentage of time):



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30%	Supervise, direct and review TMDL and Basin Planning work. This work includes: 1) guiding staff in applying the scientific method to develop and implement TMDLs; 2) reviewing staff reports, monitoring plans, and other completed work; 3) leading staff in the development of basin plan amendments, preparation of the triennial reviews, and other basin plan related projects; 4) overseeing the development and implementation of the SWAMP annual workplans; and 5) assisting with the management of TMDL, Basin Planning, and SWAMP projects including scoping, planning, tracking, and communicating with external interest groups.
25%	Serve as the Regional Board's program manager for implementation of the Long-Term Management Strategy (LTMS) for the Placement of Dredged Material in the San Francisco Bay Region. Work includes: 1) representing the Regional Board in monthly meetings with other agencies; 2) guiding staff in permitting dredging projects; 3) assisting with the development and update of beneficial reuse guidelines; and 4) assisting with the management of LTMS projects including scoping, planning, tracking, and communicating with external interest groups.
15%	Provide written correspondence regarding projects via email with external interest groups, subordinates, peers, and management. Develop written reports, power point presentations, and attend meetings with peers, supervisors, management, and external stakeholders. Provide status of tasks or projects to management; share technical and regulatory information with and seek input from external interest groups, subordinates, peers, and management; and facilitate and support decisions by subordinates, peers, and management surrounding Basin Planning, TMDL, and LTMS Projects.
15%	Work collaboratively with internal groups and external interest groups to develop technical, regulatory, and procedural recommendations for projects and issues, including participating in the integrated report roundtable and other roundtables to coordinate with State Board and other Regional Boards.
<b>Marginal Functions (Including percentage of time):</b>	
10%	Perform administrative and supervisory work associated with this position including hiring of new staff, preparing individual work plans, conducting performance evaluations, and oversight of time tracking and output reporting.
5%	Perform other duties as required.
<b>Typical Physical Conditions/Demands:</b>	
The job requires extensive use of an agency-provided personal computer and the ability to sit/stand at desk, communicate regularly through Microsoft Teams, and type on a keyboard for extended periods of time.	



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**Typical Working Conditions:**

The standard work schedule is Monday through Friday. Mandatory work outside standard business hours, including evening and weekend work, may occasionally be necessary to meet regulatory timelines. 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