



Classification: Environmental Scientist  
Position Number: 880-260-0762-017

## DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

<b>RPA Number:</b> 25-260-012	<b>Classification Title:</b> Environmental Scientist	<b>Position Number:</b> 880-260-0762-017
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Fraud Examiner	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-time	<b>CBID:</b> R10
<b>Division/Office:</b> Office of Enforcement	<b>Section/Unit:</b> Investigation and Technical Assistance Section, Fraud, Waste and Abuse Prevention Unit	
<b>Supervisor's Name:</b> Amantha Henkel	<b>Supervisor's Classification:</b> Senior Environmental Scientist (Supervisory)	

### Human Resources Use Only:

HR Analyst Approval: Brittany Liverett

Date: 09/24/2025

### 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 works independently within a productive and cooperative environment, conducting investigations and analyzing detailed technical documents related to contaminated site cleanup, remediation, wastewater, stormwater, and drinking water projects. The position requires maintaining a high degree of confidentiality. The incumbent is also responsible for providing timely and professional assistance to the public, internal staff, and external agencies through various communication methods.

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

30%	Conduct complex scientific evaluations of technical and financial documents to determine if fraudulent activity is being conducted by consultants, contractors, or site owners involving the
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	Underground Storage Tank Cleanup Fund or other State Water Board financial assistance programs. Perform fact-finding investigations. Identify the existence and different types of fraudulent schemes. Execute detailed technical assessments and data analysis using systems such as GeoTracker and State Cleanup Fund Improved Information System (SCFIIS), as well as hard copy records. Interpret environmental and water quality data, including groundwater sampling logs, laboratory chain-of-custody forms, and waste disposal documentation.
25%	Use sound scientific knowledge and judgment to conduct technical research and gather information on individuals and entities involved in fraud investigations. Responsibilities include data collection, verification, and maintaining a tracking database. Use scientific expertise to identify errors in laboratory procedures and results. Coordinate with the Division of Drinking Water on potential fraud cases and refer findings to the Environmental Laboratory Accreditation Program.
20%	Prepare detailed written reports and presentations using scientific knowledge and professional judgment to document investigation findings, including narratives, charts, graphs, and exhibits, for potential fraud or negligence cases referred to the Attorney General's Office or other agencies for criminal or civil prosecution. Ensure the integrity and confidentiality of data as required in enforcement cases.

**Marginal Functions (Including percentage of time):**

10%	Conduct site inspections and field investigations using scientific methods. Perform on-site surveillance to verify equipment installation, document findings through photographs and interview witnesses. Compare statements to identify potential misrepresentations and determine if enforcement is warranted. Collect soil and groundwater samples. Track and document all complaints from receipt through resolution.
10%	Provide scientific expertise as required for the Attorney General's Office or other prosecutorial agencies. Prepare and deliver logical, comprehensible, and persuasive written and oral presentations. May be required to provide depositions, offer oral testimony, and assist law enforcement agencies during the execution of search warrants.
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 documents. Occasionally, navigate uneven, rugged terrain in various weather conditions, including extreme temperatures, throughout the workday.

**Typical Working Conditions:**

The position is primarily based in an office environment, with occasional site visits or fieldwork



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necessary for data collection or investigations. The incumbent is located on the 23<sup>rd</sup> floor of a high-rise office building in downtown Sacramento, working within an enclosed, non-windowed cubicle in a smoke-free setting. Local and statewide travel may be required, including day and overnight trips. Fieldwork may entail exposure to various weather conditions and environments, including potentially hazardous materials. The work schedule is Monday through Friday.

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