



Classification: Environmental Scientist
 Position Number: 880-300-0762-081 &
 880-300-0762-082

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-300-051 & 25-300-052	Classification Title: Environmental Scientist	Position Number: 880-300-0762-081 & 880-300-0762-082
Incumbent Name: Vacant	Working Title: Environmental Scientist	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: R10
Division/Office: Division of Water Rights		Section/Unit: Supply & Demand Section / Supply & Demand Assessment Unit 2
Supervisor's Name: Daron Pedroja		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: <i>Nina Lopez</i>	Date: 10/06/2025

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 (ES) is responsible for developing and managing complex hydrologic, hydrodynamic, geomorphic, and temperature modeling tools for implementing the water rights priority system in critical watersheds. The position includes collecting, analyzing, and managing water diversion data, ensuring data quality through validation and remediation processes, and developing methodologies for incorporating various data sources into supply and demand analyses. The incumbent will work with stakeholders to understand local water issues, develop data visualizations, build relationships with community representatives, and customize tools to validate water use. Responsibilities also include representing the State Water Board at meetings, coordinating with other teams to align methodologies, supporting public engagement, and providing training. The ES will analyze legislation and regulations related to water rights data, participate in hearings as a staff expert, and respond to public inquiries while supporting the Division's operations through correspondence and data management.



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Essential Functions (Including percentage of time):

40%	Work with multidisciplinary teams to develop complex hydrologic, hydrodynamic, geomorphic, and temperature modeling and water allocation tools for implementing the water rights priority system in critical watersheds. Collect, manage, analyze, and evaluate water diversion data from Division records and data systems. Develop and implement data validation and verification processes to ensure continuous, high-quality, data. Remediate historical water right datasets to ensure high-quality data are used in analyses and develop data handling and assessment guidelines based on scientific findings. Develop scientific methodologies for incorporating water rights data, telemetered data, demand forecasts, and other information into supply and demand analyses. Develop and manage contracts related to water supply and demand models and water allocation tools. Prepare reports that detail findings and recommendations.
20%	Meet and confer with stakeholder groups to better understand local water issues, existing data and models, and data concerns. Develop and manage data visualizations to present program findings and to engage stakeholders and interested parties. Build relationships with key community representatives and help develop local agreements that are consistent with results from supply and demand analyses. Customize tools to analyze and validate water use consistent with the water rights priority system. Represent the State Water Board at meetings and workshops.
20%	Consult with and advise other agencies and institutions engaged in environmental analysis, management, planning, regulation, investigation, and research on methodologies, and analyses results. Coordinate with Division of Water Rights Data Governance, Drought Planning, Telemetry, and other teams to ensure methodologies and analyses align with related programs. Support public engagement and prepare outreach materials to support local understanding of methodologies and studies, provide training, and promote use of technical resources. Present technical information at Water Boards meetings, interagency meetings, public meetings, and public workshops.

Marginal Functions (Including percentage of time):

10%	Analyze legislation, regulations, plans, policies, procedures, and guidelines associated with managing water rights data, and meet with state and federal agencies and other parties to collect input on associated laws and regulations concerning environmental requirements of California and Federal governments. Participate in adjudicatory proceedings and hearings before the State Water Board and the Administrative Hearings Office as a staff expert for environmental matters, including preparation of written testimony and exhibits.
5%	Respond to inquiries from the public (phone duty), draft correspondence, update Division webpages, update records in the Division database, and brief Division management, executive management, and members of the State Water Board.



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5%	Perform other duties as required.
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Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at desk, use 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. When in the field, the job requires navigation of uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday.

Typical Working Conditions:

The incumbent works on the 14th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Evening and weekend work may be necessary during the year. 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