



Classification: Senior Environmental Scientist
(Specialist)
Position Number: 880-402-0765-006

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-402-055	Classification Title: Senior Environmental Scientist (Specialist)	Position Number: 880-402-0765-006
Incumbent Name: Vacant	Working Title: Accreditation Officer	Effective Date: October 2025
Tenure: Permanent	Time Base: Full time	CBID: R10
Division/Office: Division of Drinking Water/Program Management Branch		Section/Unit: Environmental Laboratory Accreditation Program Section
Supervisor's Name: Christine Sotelo		Supervisor's Classification: Environmental Program Manager I

Human Resources Use Only:	
HR Analyst Approval: Alexandra Ruiloba-Olah	Date: October 9, 2025

General Statement
Under the general direction of an Environmental Program Manager I 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



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The Senior Environmental Scientist (Specialist) serving as Accreditation Officer for the Environmental Laboratory Accreditation Program (ELAP) Section is a scientific and regulatory expert who guides laboratories through the accreditation process by interpreting California Health and Safety Code, resolving complex technical compliance issues, and shaping policy and ELAP guidance. Acting as the primary liaison between program managers, applicant laboratories, and internal units, the Accreditation Officer conducts consultations providing scientific expertise, issues formal communications, and delivers technical decisions to applicant laboratories that determine accreditation outcomes. They coordinate cross-unit efforts to ensure consistency, corrective action, and continuous improvement, while also serving as ELAP's subject matter expert on National Environmental Laboratory Accreditation Conference Institute (TNI) standards and as backup to the Quality Assurance Officer. In this capacity, the Accreditation Officer provides authoritative regulatory guidance, updates accreditation frameworks in alignment with United States Environmental Protection Agency (U.S. EPA) Method Update Rules, and leads projects, reports, and presentations that advance the ELAP's mission of scientific integrity and regulatory compliance.

Essential Functions (Including percentage of time):

45%	Independently identify problems, develop courses of action, and conduct critical and/or sensitive scientific investigations to prepare guidance, policy, and planning documents for ELAP. Independently lead the research, consultation and interactions between ELAP's managers and process leaders and the laboratories applying for accreditation and assists them in navigating by problem solving questions and issues regarding their accreditation applications. Provide specialized technical assistance and knowledge of the Health and Safety Code and California regulations with laboratories to understand and interpret ELAP's requirements for accreditation that may impact or limit the decisions made about their applications for accreditation. Conduct regular one-on-one appointments or Transition appointments with laboratories applying for accreditation. Draft formal communications letters with laboratories outlining their path to accreditation or denial of application for accreditation and various other documents summarizing ELAP's technical decisions. Serve as backup to the Quality Assurance Officer, which involves overseeing quality system implementation, reviewing and approving technical documents, monitoring compliance with accreditation standards, coordinating corrective actions, preparing and strategizing upcoming audits, and ensuring continuity of ELAP operations during the Quality Assurance Officer's absence.
30%	Lead the collaboration between ELAP's Administrative Operations Unit, the Progress and Performance Unit, the Assessment Unit, the Program Development, Research and Enforcement Unit, and the Quality Assurance Officer to move accreditation applications through ELAP processes that require corrective action or problem solving. Coordinate and verify efforts between ELAP units, verifying that each act in accordance with standard operating procedures and expectations. Update internal documents and database to ensure consistency across multiple forms and data entries. Collaborate closely with ELAP's State Agency Program Liaison and Quality Assurance Officer to ensure continuous improvement and continuity in ELAP operations.



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20%	Serve as the TNI laboratory standard expert and answer technical questions from the laboratory community and internal ELAP staff through the ELAP technical email box. Provide technical and regulatory advice to regulated entities, often requiring comparison of overlapping regulatory and statutory requirements. Update Field of Accreditation Tables and assist in the regular Method Update Rules from the U.S. EPA. Act as project lead for specialty projects which branch across ELAP units. Draft reports and make various presentations.
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Marginal Functions (Including percentage of time):

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, 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.

Typical Working Conditions:

The incumbent works on the 17th 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. Mandatory overtime may be necessary during audit periods and for program needs. 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