



Classification: Environmental Scientist
Position Number: 880-250-0762-214

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-250-053	Classification Title: Environmental Scientist	Position Number: 880-250-0762-214
Incumbent Name: VACANT	Working Title: Environmental Scientist	Effective Date: October 2025
Tenure: Permanent	Time Base: Full Time	CBID: R10
Division/Office: Division of Water Quality		Section/Unit: UST Leak Prevention Unit
Supervisor's Name: Thomas T. Henderson		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:

HR Analyst Approval: Kathleen Hill

Date: October 10, 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 must possess excellent communication skills both written and verbal with a record of establishing good working relationships with peers and non-peers, ability to manage complex projects that includes working with a variety of parties and stay on schedule, working with a multi-disciplinary, multi-agency professional team, and an understanding of environmental regulation.

Essential Functions (Including percentage of time):



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30%	Use scientific knowledge and technical expertise to assist in the evaluation and training of Unified Program Agencies (UPAs) on the Underground Storage Tank (UST) program implementation. Evaluation and training consist of physical field inspections and data analysis of UPA activities. Use technical writing skills to prepare analytical reports describing the findings and observations. Develop recommendations for program improvement. Provide training and assistance with regulatory issues as needed. Develop appropriate tools to track technical information and evaluation status information with Supervisor and California Environmental Protection Agency (CalEPA) staff.
30%	Provide statutory and regulatory guidance to tank owners/operators, service technicians, installers, inspectors, and other interested parties for compliance with water quality protection elements of UST operation. Prepare rulemaking packages for UST Regulations as necessary to update regulations. Prepare guidance for the operation and maintenance of USTs and participate in outreach sessions for UPA and members of the regulated community. Provide technical presentations at workshops and conferences.
20%	Use sound scientific principles and practices to gather scientific data from research materials, field observations, Geotracker and the California Environmental Reporting System and compile the information under specific parameters for the preparation and support of rulemaking activities. Conduct workgroup meetings to solicit input from stakeholders and participate in public meetings to discuss proposed regulations, analyze and evaluate the applicability of such information for incorporation into regulations. Develop, maintain, and use appropriate tools to track and share important technical information and evaluation status information with Supervisor, CalEPA and United States Environmental Protection Agencies (USEPA).
15%	Attend meetings representing the State Water Resources Control Board. Serve with other governmental agencies including Air Resources Board, CalEPA, UPA Forum Board, and USEPA. Communicate and evaluate legal and technical regulatory information, and coordinate with the Office of Enforcement. Represent the State Water Boards in outreach and engagement efforts, including giving presentations, facilitating meetings and workshops, and assisting with Tribal consultations. Conduct community and Tribal outreach and engagement, establish and maintain partnerships, and foster open communication for voices from historically underserved and disadvantaged communities, including conducting outreach and analyses and developing findings consistent with Water Code section 13149.2. Clearly convey complex analyses and concepts to diverse audiences and respond to technical and regulatory questions.
Marginal Functions (Including percentage of time):	
5%	Perform other assigned duties as required.
Typical Physical Conditions/Demands:	



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The job requires extensive use of a 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 15th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. Travel may be required locally and within the state that may require overnight stay. Incumbent may telework following State Water Board's Telework Policy. Telework is not permitted in situations where job-related functions and meetings require presence.

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
Thomas T. Henderson		

Employee Name	Employee Signature	Date