



Classification: Environmental Scientist
Position Number: 880-140-0762-070

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 25-140-027	Classification Title: Environmental Scientist	Position Number: 880-140-0762-070
Incumbent Name: Vacant	Working Title: Environmental Scientist	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R10
Division/Office: California Regional Water Quality Control Board (CRWQCB) / Los Angeles Region		Section/Unit: Compliance & Enforcement Section / Enforcement I Unit
Supervisor's Name: Ching Yin To		Supervisor's Classification: Senior Water Resource Control Engineer (Supervisory)

Human Resources Use Only:

HR Analyst Approval:  **Date:** 10/13/2025

General Statement

Under the close supervision of a Senior Water Resource Control Engineer (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 solicit and consider internal/external customer input when completing work assignments.

Position Description

The incumbent is responsible for reviewing and performing analyses on technical and environmental data, conduct investigations, perform inspections, and prepare informal and formal enforcement actions to ensure compliance with the California Water Code, Clean Water Act, National Pollutant Discharge Elimination System (NPDES) permits, the State Water Board's Sanitary Sewer System Waste Discharge Requirements, and other Los Angeles Water Board Orders. The incumbent must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and the ability to perform the assigned duties of the class.

Essential Functions (Including percentage of time):



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40%	Identify and investigate violations of the California Water Code, Clean Water Act, and permit requirements, and prepare informal and formal enforcement actions including Administrative Civil Liabilities, Cease and Desist Orders, Cleanup and Abatement Orders, Settlement Agreements, etc. to address the violations. Review and evaluate Self-Monitoring Reports (SMRs) and other technical reports submitted pursuant to National Pollutant Discharge Elimination System (NPDES) permits, State Water Board's Sanitary Sewer System Waste Discharge Requirements, and other Regional Water Board orders. Apply scientific methods and/or principles to review and evaluate technical data. Conduct scientific analysis on the physical, biological, and chemical factors relating to the control of water pollution and quality, and the management of surface and ground water.
20%	Organize and conduct field and facility inspections to ensure compliance with Regional Water Board orders and enforcement actions. Prepare reports and enforcement orders for follow-up corrective actions.
15%	Conduct literary research on specific topics; retrieve, compile, organize and extract critical information from scientific papers. Prepare scientific reports and standard operating procedures. Collect, process, and analyze field samples. Conduct computer modelling, environmental monitoring and research studies. Collect and transport environmental samples. Prepare sampling documentation, materials and supplies. Operate and maintain sampling equipment.

Marginal Functions (Including percentage of time):

10%	Schedule and attend meetings with dischargers and other governmental agencies. Investigate and monitor situations related to public complaints and inquiries. Conduct public outreach and education. Prepare and deliver effective presentations to the Board and to the public, as required.
10%	Manage and prepare periodic updates to the Regional Water Board's Supplemental Environmental Projects (SEPs) List. Schedule and attend meetings with SEP Proponents. Act as part of the Region's Prosecution Team to assist in developing and negotiating penalties and SEPs with dischargers.
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 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. Possession of a current and valid driver's license and ability to operate a vehicle to travel and conduct site inspections.

Typical Working Conditions:



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The incumbent works on the 2nd floor of an office building in downtown Los Angeles, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required locally and within the state. The incumbent may be eligible for telework with in-person attendance based on the operational needs of the position and an approved telework agreement.

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