



Classification: Environmental Scientist  
Position Number: 880-550-0762-065

## DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

|                                                             |                                                         |                                                                                     |
|-------------------------------------------------------------|---------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>RPA Number:</b><br>25-550-039                            | <b>Classification Title:</b><br>Environmental Scientist | <b>Position Number:</b><br>880-550-0762-065                                         |
| <b>Incumbent Name:</b><br>Vacant                            | <b>Working Title:</b><br>Cultural Resources Specialist  | <b>Effective Date:</b><br>TBD                                                       |
| <b>Tenure:</b><br>Permanent                                 | <b>Time Base:</b><br>Full Time                          | <b>CBID:</b><br>R10                                                                 |
| <b>Division/Office:</b><br>Division of Financial Assistance |                                                         | <b>Section/Unit:</b><br>Environmental Section                                       |
| <b>Supervisor's Name:</b><br>Wendy Pierce                   |                                                         | <b>Supervisor's Classification:</b><br>Senior Environmental Scientist (Supervisory) |

### Human Resources Use Only:

**HR Analyst Approval:** *Jennifer Fisher-Suma*

**Date:** 11/07/2025

### 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

Serves as a Division of Financial Assistance (DFA) Cultural Resources Specialist and conducts cultural resources review pursuant to Section 106 of the National Historic Preservation Act (Section 106), the California Environmental Quality Act (CEQA) and other relevant state and federal laws and authorities. The Cultural Resources Specialist provides timely and professional assistance to the public and staff within DFA, by phone, e-mail, mail and in person; and works independently and with a team, communicates effectively and manages multiple projects.

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

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|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 45% | <p>Review Historic Property Identification Reports (HPIRs) submitted by applicants to satisfy the Clean Water and Drinking Water State Revolving Fund (SRF) Programs' federal cross-cutting requirements and works with applicants to correct deficiencies. Determine the need for additional studies to ensure compliance with Section 106 and SRF requirements, write HPIRs, evaluate cultural resources for the National Register of Historic Places under all four criteria. Consult with Native American tribes (tribes) / Tribal Historic Preservation Officers (THPOs), and other consulting parties to identify historic properties and consults with them, the State Historic Preservation Officer, and applicants to develop measures to minimize effects to historic properties.</p> <p>Develop cooperative and collaborative relationships with tribes, THPOs, and applicants to ensure compliance with Section 106. Assist the DFA Senior Cultural Resources Officer to prepare agreement documents (e.g., Programmatic/Memorandum of Agreements) and write or review the attachments to the agreement documents such as Historic Properties Treatment Plan and Monitoring and Discovery Plans, as necessary, to resolve adverse effects to historic properties.</p> |
| 25% | <p>Consult with tribes on the State Water Board's Assembly Bill 52 list when the State Water Board is the CEQA lead agency. Maintain thorough administrative records of consultation efforts for both Section 106 and CEQA tribal consultations. Review cultural resources technical reports prepared for CEQA. Draft the Cultural Resources and Tribal Cultural Resources sections of CEQA documents (i.e., initial studies, negative or mitigated negative declarations and environmental impact reports), including mitigation measures. Track tribal consultations and reports to the Office of Public Engagement, Equity, and Tribal Affairs.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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

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| 10% | <p>Conduct pre-field research such as creating Geographic Information System maps, order record searches from the California Historical Resources Information System, request Sacred Lands File Searches from the Native American Heritage Commission. Evaluate cultural resources for listing on the California Register of Historical Resources and/or National Register of Historic Places and assess potential impacts/effects of projects on those properties. Write HPIRs and Supplemental HPIRs to support CEQA and Section 106 findings.</p>                                                                                                              |
| 10% | <p>Update and maintain cultural resources data in the Loans and Grants Tracking System. Maintain confidential cultural resources project files and cultural resources library. Coordinate with the regional information centers (ICs) of the California Historical Resources Information System. Brief the State Water Board staff and management and make presentations to the State Water Board and the public. Participate in meetings related to an array of drinking water and water quality projects. Attend trainings, follow DFA's environmental review procedures, provide assistance to DFA staff. Maintain the web applications on the GIS portal.</p> |



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| 5% | Conduct day and overnight travel to project sites and meetings, perform field visits to confirm project compliance with environmental conditions, as necessary. Perform field surveys and limited sub-surface testing, record cultural resources encountered during surveys to support preparation of HPIRs. |
| 5% | Perform other duties as assigned.                                                                                                                                                                                                                                                                            |

**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/or documents, work in inclement weather, and travel in a vehicle or other mode of transportation for up to 10 hours. Occasionally, navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 20 pounds, standing/sitting for long periods of time, etc.

**Typical Working Conditions:**

The incumbent works in a high-rise office building. The work schedule is Monday through Friday. Telework and hybrid workspace options may be available based on operational needs. Travel may be required.

**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.

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|-----------------|----------------------|------|
| Supervisor Name | Supervisor Signature | Date |
|                 |                      |      |
|                 |                      |      |
| Employee Name   | Employee Signature   | Date |
|                 |                      |      |