



Classification: Environmental Scientist
Position Number: 880-300-0762-061

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-300-058	Classification Title: Environmental Scientist	Position Number: 880-300-0762-061
Incumbent Name: Vacant	Working Title: Environmental Scientist	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R10
Division/Office: State Water Resource Control Board – Division of Water Rights		Section/Unit: Enforcement Section/ North Coast Enforcement Unit
Supervisor's Name: Sahil Pathak		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: <i>Tiffani Pace</i>	Date: November 14, 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
Analyzing water rights data from sources like CalWATRS (California Water Accounting, Tracking, and Reporting System) to support water availability assessments, complaints, and enforcement actions. This includes scheduling and conducting field inspections to verify compliance with water right terms, inspecting diversion infrastructure, and assessing adherence to water shortage notices. Gather information through interviews, measure water flows, document findings with photos and GPS data, and prepare detailed inspection reports. Based on these findings, draft letters of findings collaborate on enforcement actions, and may prepare legal documents such as cease-and-desist orders or civil complaints. Respond to public inquiries related to water rights and compliance.
Essential Functions (Including percentage of time):



Classification: Environmental Scientist
Position Number: 880-300-0762-061

40%	Conduct field investigations to determine compliance with environmental terms and conditions of water right permits and licenses, analyze the potential impacts to instream beneficial uses caused by diversions, and investigate complaints related to impacts to public trust resources. Document site conditions, record reservoir storage, measure instream flow, and use electronic equipment to record photos and location information. Utilize ArcGIS and coding skills (such as Python or R) to analyze and visualize data collected during investigations, supporting robust environmental analyses and decision-making. Coordinate with water right holders, state agencies, and law enforcement to schedule consecutive-day field investigations. Analyze and evaluate available data on the effects of water diversions on vegetation, fish, wildlife, water supply, potential land uses, and protection of public trust resources. Review testimony from water diverters and environmental consultants and conduct necessary environmental analyses required to support staff findings and recommendations.
35%	Prepare inspection reports that clearly articulate staff's findings, observations, determination, and corrective actions. Interpret and explain environmental concepts and interpret and apply provisions of California Water Rights law and regulations. Prepare administrative enforcement documents for prosecution. Work with the Office of Enforcement regarding investigative information used for prosecution. Draft documents necessary to support an administrative warrant to legally gain access to properties for the purpose of inspection. Prepare written testimony, exhibits, and appear as an expert witness for hearings before the State Water Board.
20%	Coordinate large and time sensitive mail correspondence and tracking. Input, edit, and maintain CalWATRS database with new water right information or documents. Coordinate, conduct, and attend meetings with stakeholders. Answer public phone calls and emails regarding water right questions, issued notices, or orders. Provide assistance to applicants requesting information and post material online.
Marginal Functions (Including percentage of time):	
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. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 50 lbs., standing/sitting for long periods of time.	
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. Travel may be required locally and within the state.	



Classification: Environmental Scientist
Position Number: 880-300-0762-061

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 Name	Employee Signature	Date