



Classification: Senior Environmental Scientist (Supervisory)
Position Number: 880-190-0764-016

DUTY STATEMENT

☐ CURRENT ☐ PROPOSED

RPA Number: 25-190-XXX	Classification Title: Senior Environmental Scientist (Supervisory)	Position Number: 880-190-0764-016
Incumbent Name: Vacant	Working Title: Restoration & Protection Planning Unit Supervisor	Effective Date: TBD
Tenure: Permanent	Time Base: Full time	CBID: S10
Division/Office: CRWQCB-Region 9-San Diego		Section/Unit: Restoration & Protection Planning Unit
Supervisor's Name: Jeremy Haas		Supervisor's Classification: Environmental Program Manager I (Supervisory)

Human Resources Use Only:

HR Analyst Approval: *Tiffany Pace*

Date: November 20, 2025

General Statement

Under the general direction of the Environmental Program Manager I (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 Supervisor of the Restoration and Protection Planning Unit is responsible for supervising and directing the work of unit staff, staff development, performance evaluation, program tracking, resolving conflicts, and other related work. The supervisor ensures staff meet daily and weekly objectives and Water Board policies through such tasks as assigning work, training staff, monitoring performance, providing feedback, and enforcing workplace safety protocols. The supervisor acts as a crucial liaison between the staff and upper management.

Essential Functions (Including percentage of time):



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35%	Supervise and direct the work of the Restoration, Protection, and Planning Unit; Lead unit staff to achieve goals using motivation, coaching, directing, and other leadership techniques; Recruit, hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, and discipline employees; Establish clear and achievable goals and expectations for staff; Conduct performance reviews, provide ongoing constructive feedback, and hold staff accountable using corrective actions when necessary; Provide professional and career growth opportunities; Provide and ensure staff receive resources, training, and tools necessary to accomplish assigned goals; Resolve conflicts and ensure staff meet objectives and Water Board policies; Address and resolve employee grievances or make effective recommendations regarding such actions.
30%	Apply project management skills to achieve project goals; Provide technical and scientific review of technical investigations, reports, and projects; Serve as a staff expert on environmental and technical matters in basin planning and water quality restoration planning; Participate in and lead annual operational plan projects; Oversee preparation of agenda items and related materials for Regional Board meeting; Prepare and/or review project status and progress reports; Review and provide recommendations and comments on statewide and federal guidance and other program documents; Identify challenges and potential solutions to efficient and effective water quality restoration activities; Prepare and make logical, comprehensible, and convincing written and oral presentations at public meetings and hearings; Coordinate as needed with other San Diego Water Board program and project managers and as needed with other Regional Boards and Offices within the State Water Board.
20%	Develop, track, and report on progress of annual Basin Plan and TMDL program workplans; Coordinate preparation of Basin Plan amendments and water quality restoration plans and related processes; Coordinate and facilitate triennial Basin Plan reviews; Ensure unit activities align with the Practical Vision, Board priorities, and relevant federal and State statutes, Plans, and Policies; Participate in program budget analyses and control activities; Represent the San Diego Water Board at program managers meetings and round tables; Participate and communicate effectively in internal and external meetings related to Basin Plan and water quality restoration matters.
Marginal Functions (Including percentage of time):	
10%	Seek and attend training to meet organizational requirements and to continue professional development.
5%	Perform other duties as required.
Typical Physical Conditions/Demands:	



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The job requires extensive use of a personal computer and the ability to sit/stand at desk, use a phone, and type on a keyboard for extended periods of time. Ability to lift and carry 15 pounds, while navigating uneven, rugged terrain for extended periods of time during field investigations.

Typical Working Conditions:

The position is located in an office building in San Diego with the opportunity to participate in the Water Board's telework program. The regular work schedule is Monday through Friday and involves some planned and unplanned evening and weekend work to respond to water quality incidents, spills, and emergencies. 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