



**Classification:** Senior Environmental Scientist (Supervisory)  
**Position Number:** 880-240-0764-003

## DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

<b>RPA Number:</b> 25-240-023	<b>Classification Title:</b> Senior Environmental Scientist (Supervisory)	<b>Position Number:</b> 880-240-0764-003
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Emergency Management Program Supervisor	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-Time	<b>CBID:</b> S10
<b>Division/Office:</b> Office of Research, Planning, and Performance (ORPP)		<b>Section/Unit:</b> Emergency Response Program Unit
<b>Supervisor's Name:</b> Laura Fisher		<b>Supervisor's Classification:</b> Environmental Program Manager I (Supervisory)

### Human Resources Use Only:

**HR Analyst Approval:** *Tiffani Pace*

**Date:** November 20, 2025

### General Statement

Under the general direction of the Environmental Program Manager I, Assistant Director of the Office of Research, Planning, and Performance, 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, informed, and decisive, and to provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external input when completing work assignments.

### Position Description

The Senior Environmental Scientist (Supervisory) directs the Water Boards' Emergency Management Program, helps to provide agency-wide oversight, coordination, training and technical support to improve the Water Boards' preparedness for emergency incidents, responsiveness during incidents, and roles in recovery from incidents. The incumbent performs complex and sensitive emergency evaluation, consultation, and coordination. Independently carries out complex water resource management and administrative duties as described below.

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



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30%	Coordinate and direct staff to work with various Water Board programs, Emergency Response Technical Working Group, California Environmental Protection Agency Emergency Response Management Committee, California Office of Emergency Services, tribes, and local, state, and federal agencies to develop and support best management practices for post-wildfire water debris recovery and assisting with the implementation of Emergency Declarations, Executive Orders, and activities related to drought and flood events. Represent the Water Boards through presentations, briefings, meetings, workshops, tribal consultations, and community outreach, including efforts to engage underserved and disadvantaged communities. Develop and publish informational materials, prepare reports evaluating emergency preparedness and performance, and lead the creation of outreach and communication materials for internal and public audiences. Design and implement processes that improve information sharing and cross-training between technical experts and ensure complex technical concepts are clearly conveyed to diverse audiences.
20%	Represent and advise the Water Boards on emergency-related activities and provide consultation on emergency management planning, procedures, and priorities. Develop, review, and update policies, plans, procedures, technical documents, and guidance materials related to emergency management. This function also includes conducting legislative and policy analyses, serving as a resource for program staff working on water quality action plans and environmental policy development, and creating and supporting emergency management training resources. The incumbent leads and coordinates emergency management training exercises that strengthen the Water Boards' readiness and interagency coordination.
20%	Direct staff to routinely review and update the State Water Board's Emergency Response Plan as well as state emergency plans related to the Water Boards' Emergency Support Function responsibilities. As a technical expert in the Incident Command System (ICS) and Standardized Emergency Management System (SEMS), provide guidance for regional and programmatic emergency planning, response, and recovery activities. Lead after-action and corrective action processes by scheduling and conducting meetings, directing staff in drafting and finalizing reports, evaluating response capabilities, and identifying corrective actions and next steps. Conduct programmatic assessments and support implementation of the Water Board's Racial Equity Resolution, Racial Equity Action Plan, Human Right to Water Resolution, and Climate Change Resolution within emergency management and integrated water resource planning. Collaborate with Communications and Public Participation Offices to develop clear communication materials for the public and media. Collaborate with Communications and Public Participation Offices to develop clear communication materials for the public and media.



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15%	Identify and facilitate the development of analytical tools, data products, and information resources that support emergency response operations and decision-making. Oversee staff conducting complex hydrologic and geomorphologic analyses, evaluating instream flow and water quality information, and provide technical support for drinking water and water supply systems. Plan and facilitate activities related to forestry and wildfire planning as well as post-wildfire recovery efforts.
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**Marginal Functions (Including percentage of time):**

10%	As a first-line supervisor, maintain a highly skilled and effective staff through performance evaluations, probationary reports, professional development, training identification, and the appropriate application of progressive discipline when necessary. The position includes hiring and interviewing responsibilities, ensuring compliance with labor-relations requirements, managing contracts, and carrying out administrative duties to improve overall program efficiency and effectiveness.
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 30 pounds, bend and reach below knees and above shoulders to retrieve objects.

Field work may require occasionally walking on uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday. Field work may occasionally require personnel to be outdoors in hot or cold environments for majority of shift and climbing ladders and stairs.

During emergency activations, the incumbent may be required to work in the State Operations Center (SOC), State Agency Emergency Operation Center (EOC)'s or local EOC's or other locations to provide assistance in emergency management and recovery activities.

The incumbent need to work effectively and independently under stressful, complex, high-stakes conditions; work effectively and cooperatively under pressure; provide verbal and written technical material under very short time frames which impact public health, safety and the environment. Work weekends, holidays, extended and rotating shifts (day/night).

Statewide travel may also be required for extended periods of time and on short notice.

**Typical Working Conditions:**



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The incumbent works on the 13th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The base work schedule is Monday through Friday. Travel may be required locally and within the state.

Mandatory overtime, including evening and weekend work may be necessary, for example, when Water Board is assigned a task by the California Office of Emergency Services.

Working Conditions may vary considerably from the typical and may include work at the State Emergency Operation Center, local Emergency Operation Centers and/or field work.

### 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