



Classification: Environmental Scientist
Position Number: 880-550-0762-057

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-550-061	Classification Title: Environmental Scientist	Position Number: 880-550-0762-057
Incumbent Name: Vacant	Working Title: Environmental Scientist	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: R10
Division/Office: Division of Financial Assistance		Section/Unit: Environmental Section/Drinking Water Environmental Review Unit
Supervisor's Name: Bridget Binning		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:

HR Analyst Approval: *Judy Friedman*

Date: 11/21/2025

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

The Environmental Scientist (ES) is responsible for providing timely and professional assistance to the public and staff within the Department, by phone, e-mail, mail, and in person. The ES is required to work independently and with a team, communicate effectively, and manage multiple projects. Daily proficient use of Microsoft Office Suite and internal databases is required.

Essential Functions (Including percentage of time):

45%	Using scientific judgment, provide technical and administrative review of the California Environmental Quality Act (CEQA) documents for projects associated with the Drinking Water/Clean Water State Revolving Fund (SRF) Programs and other State Water Board funding programs for compliance with CEQA. Review environmental documents (i.e., Initial Studies, Negative or Mitigated Negative Declarations, Environmental Impact Reports, associated mitigation and monitoring measures for potential impacts to water quality/resources) as a responsible agency. Prepare comment letters for CEQA documents under public review. Review CEQA documents as they relate to drinking water, wastewater, and water recycling projects and impacts on the environmental resources that include, but are not limited to, air quality, ground/surface water quality, flooding, wetland, threatened or endangered species and their critical habitat. Apply scientific knowledge to assess the effectiveness of best management practices and work cooperatively with state, local agencies, the public, and determine the need for additional environmental studies and/or mitigation measures to ensure compliance with CEQA. Prepare and review Initial Studies, and Negative Declarations, Mitigated Negative Declarations, Environmental Impact Reports for projects and permit activities when the State Water Board is Lead Agency, and file Notices of Exemption, Notices of Preparation/Completion and Notices of Determination with the Governor's Office of Land Use and Climate Innovation, State Clearinghouse.
35%	Develop environmental review summaries, organize and maintain project environmental review files, update project tracking databases and update the Division's environmental review policy and procedures. Provide technical assistance to applicants to ensure compliance with CEQA. Participate in meetings with stakeholders, staff, and management to discuss the SRF Programs' process and environmental requirements for an array of wastewater, water quality, drinking water and water recycling projects. Coordinate and facilitate interagency review of environmental documents for SRF projects.

Marginal Functions (Including percentage of time):

10%	Review National Environmental Policy Act (NEPA) and other federal environmental cross-cutting documents for compliance with relevant laws/regulations and requirements for projects associated with the SRF Programs. Initiate consultations with relevant federal agencies (i.e., United States Environmental Protection Agency, United States Fish and Wildlife Service, National Marine Fisheries Service, etc.) to evaluate potential project impacts on water quality, wetlands, fish, vegetation, wildlife, etc.; prepare and review biological assessments or evaluations, if necessary; and develop mitigation measures to reduce/eliminate potential project impacts on the environment. Provide technical assistance to applicants to ensure compliance with federal cross-cutting environmental laws and authorities (including, but not limited to the NEPA, the Endangered Species Act, the Clean Air Act, the Clean Water Act, the Fish and Wildlife Coordination Act, the National Historic Preservation Act, etc.). Coordinate and facilitate interagency review of environmental documents for SRF projects subject to federal cross-cutting environmental laws and authorities.
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5%	Provide assistance and training to Division staff and other stakeholders (general public, federal, state and local government agencies, tribes and other interested parties) on the environmental review process. Review CEQA documents for Water Supply Permits for the Division of Drinking Water. Conduct site visits/inspections throughout the State to evaluate projects' significant environmental impacts, confirm compliance with SRF Programs environmental conditions and attend public hearings, as necessary. Prepare Board Item(s) and make presentations or briefings to the State Water Board members on projects.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a State-issued computer and the ability to work in a personal workspace or State office desk.

Typical Working Conditions:

The incumbent works on the 16th 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.

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