



Classification: Sr. Environmental Scientist (Supervisory)
Position Number: 880-140-0764-017

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 25-140-056	Classification Title: Senior Environmental Scientist (Supervisory)	Position Number: 880-140-0764-017
Incumbent Name: Vacant	Working Title: Senior Environmental Scientist (Supervisory)	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: S10
Division/Office: CRWQCB - Los Angeles Region 4		Section/Unit: Regional Programs Section/Wetland and Riparian Protection Unit
Supervisor's Name: Céline Gallon		Supervisor's Classification: Environmental Program Manager I (Supervisory)

Human Resources Use Only:

HR Analyst Approval: *Nina Lopez*

Date: 12/15/2025

General Statement

Under the direction of the Environmental Program Manager I, Regional Programs Section Manager, and consistent with good customer service practices and the State and Regional Boards' Strategic Plan, the incumbent is expected to be courteous, provide timely responses to internal and external customers, follow through on commitments, and solicit and consider customer input when completing work assignments.

Position Description

The Senior Environmental Scientist (Supervisory)(Sr.ES) is responsible for supervising the Wetland and Riparian Protection Unit at the Los Angeles Regional Board. In this capacity, the Sr.ES plans, organizes, and directs the work of a multidisciplinary technical team and is responsible for the timely completion of assignments and submittal of satisfactory work products as directed by management, the Board, or other State and Federal requirements.

The Sr.ES is required to work independently, communicate effectively, and manage multiple tasks. Daily proficient use of office equipment and the Microsoft Office Suite is required. The Sr.ES is also required to perform site inspections on an as-needed basis.



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Essential Functions (Including percentage of time):

45%	Supervise the development and implementation of technically sound permits for dredge or fill activities, including Section 401 Water Quality Certifications and Waste Discharge Requirements. Ensure that current policy is implemented and that required timelines are met. Responsibilities include reviewing and editing work products, providing feedback to staff, and employing knowledge of watershed and environmental processes and State and Federal requirements.
20%	Supervise the development of enforcement products in coordination with the Enforcement Program. This includes attending meetings; reviewing Notices to Comply, Notices of Violation, and Administrative Civil Liabilities; and participating in Board presentations.
15%	Mentor and work with Unit staff. Track current projects and tasks, assign workloads, delegate tasks, conduct performance reviews, and prepare Individual Development Plans to establish goals, objectives, and training needs. Support professional development and promote organizational effectiveness. Manage personnel hiring and disciplinary actions. Develop detailed schedules and workplans for the Unit as directed by management, the Regional Board, the State Board, or pursuant to statutory or legal requirements.
15%	Coordinate with other programs at the State and Regional Boards, the US Army Corps of Engineers, the California Department of Fish and Wildlife, Caltrans and other agencies in order to accomplish the goals of the Unit. Participate or oversee staff participation in wetland and riparian restoration task forces. Coordinate with other units within the section to review CEQA documents for potential impacts to waters of the state. Give presentations before the Board, other agencies and groups regarding Dredge or Fill permit development and wetlands management. Prepare technical correspondence and reports, report on progress, maintain files, attend meetings such as the 401 Roundtable, respond to public inquiries, complete job-related and job-required training and other duties as required.

Marginal Functions (Including percentage of time):

5%	Perform other duties as required.
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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. Bend and reach above shoulders to retrieve files and/or documents. Occasionally (5%) need to be able to navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday.

Typical Working Conditions:

The incumbent works on the 2nd floor of a high-rise office building in downtown Los Angeles in an office cubicle in a smoke-free environment. The work schedule is Monday through Friday. The incumbent may partially telework based on Unit needs. Travel may be required locally and within the state.



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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