



Classification: Environmental Scientist
Position Number: 880-190-0762-017

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-190-024	Classification Title: Environmental Scientist	Position Number: 880-190-0762-017
Incumbent Name: TBD	Working Title: Environmental Scientist	Effective Date: Vacant
Tenure: Permanent	Time Base: Full Time	CBID: R10
Division/Office: CRWQCB Region 9-San Diego		Section/Unit: Healthy Waters Branch/Monitoring Assessment and Research Unit
Supervisor's Name: Chad Loflen		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:

HR Analyst Approval: *Tiffany Pace*

Date: January 14, 2026

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) serves as a subject matter expert in water quality monitoring and assessment issues, working in the field, on-site laboratory, and using and maintaining laboratory and field equipment. The ES is responsible for water quality sample collection, analysis, data management, and data assessment. The ES is required to make frequent field visits to remote sites, often in harsh terrain and inclement weather, at locations that may contain hazardous materials, and occasionally on weekends or after-hours in response to spills or unique opportunities to collect data.

Essential Functions (Including percentage of time):



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30%	<p>WATER QUALITY MONITORING, ANALYSIS, AND REPORTING:</p> <p>Conduct water, sediment, physical habitat, and biological organism monitoring, analysis, and reporting for surface waters throughout the San Diego Region using sound scientific methods in accordance with State of California Standard Operating Procedures. Work requires adherence to health and safety practices and regulations and includes hiking long distances over uneven terrain in inclement weather, wading in shallow waters, assisting with boat operations, working in areas with hazardous organisms, and driving on rough or unpaved roads for extended distances. Conduct analysis of water, sediment, physical habitat, and biological organism samples in both field and laboratory settings while following applicable state and federal standard operating procedures and health and safety requirements. Maintain field and laboratory equipment, records, and forms in accordance with state and manufacturer requirements, in coordination with the San Diego Water Board Health and Safety Officer. Apply sound scientific methods and principles in the preparation of monitoring reports, including the analysis and reporting of ecological and water quality data, preparation of maps, statistical analyses, and interpretation of results with recommendations. Manage, analyze, and manipulate data; produce maps; and prepare reports using Geographic Information System (GIS) and statistical software. Ensure consistency with applicable water quality plans and policies, established scientific and environmental standards, and relevant laws and regulations. Work collaboratively with other staff, regulatory agencies, land managers, the regulated community, and the public. Prepare written documentation for consideration and adoption by the San Diego Water Board.</p>
15%	<p>CLEAN WATER ACT INTEGRATED REPORTING:</p> <p>Apply sound scientific methods and environmental principles to support development of the Clean Water Act Sections 305(b) and 303(d) Integrated Report. Typical duties include data entry and management; evaluation of data quality; assessment of chemical, physical, and biological data relative to applicable water quality objectives, scientific guidelines, and risk thresholds; and statistical analysis of trends. Work collaboratively with State and Regional Water Board staff, data submittal sources (e.g., agencies), and the public to support development, review, and approval of the Integrated Report. Prepare technical and written documentation for consideration and adoption by the State Water Board.</p>

15%	<p>DATA ASSESSMENT:</p> <p>Provide scientific review and interpretation of technical reports and ecological data related to monitoring activities across Water Board programs. Use data interpretation and visualization tools to analyze and evaluate water quality data and assess the potential effects of pollutants on water quality and beneficial uses. Perform research and statistical analyses involving digital spatial data using Geographic Information System (GIS) methodologies and tools. Evaluate the effects of waste and other discharges on surface water beneficial uses. Interpret water quality and environmental data to determine whether beneficial uses are protected, threatened, or impaired, and recommend and implement appropriate courses of action. Work collaboratively with other staff and regulatory agencies. Conduct data analyses to support written documentation for San Diego Water Board review or adoption. Provide written and oral recommendations to staff and Board members based on the review of monitoring data for discharges and receiving waters.</p>
15%	<p>PROGRAM SITE INSPECTIONS AND FIELD INVESTIGATIONS:</p> <p>In collaboration with San Diego Water Board programs, apply sound scientific methods and principles to perform a variety of duties supporting program requests for assistance with site inspections, field investigations, and the collection of water, sediment, physical habitat, biological organism, and waste samples from specific locations and sources. Conduct field investigations and studies at sites where wastes are discharged or stored and assist in the preparation of written reports documenting findings from these investigations and studies. Site investigations may include, but are not limited to, wastewater treatment plants, land disposal operations, cleanup sites, hazardous waste disposal facilities, agricultural sites, pesticide storage and application areas, power plants, industrial facilities, construction sites, and municipal facilities. Field duties include hiking long distances over uneven terrain in inclement weather; wading in shallow waters; collecting water, sediment, physical habitat, and biological organism samples; observing construction of waste management and monitoring facilities; observing construction of certification projects and compensatory mitigation sites; and conducting performance evaluations of facilities and compensatory mitigation sites.</p>
Marginal Functions (Including percentage of time):	
10%	<p>MEETINGS AND PUBLIC PRESENTATIONS:</p> <p>Participate effectively in teleconference, audiovisual, and face-to-face meetings with consultants, dischargers, attorneys, governmental agencies, news media, and members of the public at the San Diego Water Board office and other locations. Meetings may include overnight travel. Appear or testify as an Environmental Scientist to clarify and interpret San Diego Water Board policies, objectives, and official documents. Prepare for and deliver clear, logical, and persuasive written and oral presentations at public hearings and meetings of the San Diego Water Board, State Water Board, and other federal, state, and local agencies. Respond to a wide range of inquiries from the public and regulated community via email, telephone, and in-person meetings.</p>



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10%	CONTRACTS: Serve as Contract Manager and/or Contract Contact for designated State and/or San Diego Water Board contracts. Perform contract management activities for projects funded through various funding sources, including preparation of Requests for Proposals (RFPs), evaluation of proposals, development of contracts, and establishment and monitoring of project control schedules. Provide technical and administrative consultation to contractors developing work products; monitor contractor progress to ensure compliance with approved budgets, schedules, and contract requirements; and review and evaluate contractor deliverables for quality, completeness, and adherence to contractual standards.
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. The job requires navigation of uneven, rugged terrain both on foot and in vehicles, and being on watercraft for extended periods of time. The job requires being in extreme temperatures, including wet and dry conditions throughout the workday, carrying up to 50 lbs.

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 or to take advantage of certain water quality monitoring and assessment opportunities. 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