



Classification: Environmental Scientist
Position Number: 880-300-0762-058

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-300-090	Classification Title: Environmental Scientist	Position Number: 800-300-0762-058
Incumbent Name: Vacant	Working Title: Environmental Scientist	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R10
Division/Office: Division of Water Rights		Section/Unit: Pay-Delta Section/Public Trust Unit
Supervisor's Name: Robert McCarthy		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:

HR Analyst Approval: *Nina Lopez*

Date: 01/15/2026

General Statement

Under the close supervision of the 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

Environmental Scientist performs complex and varied biological analyses, research, writing, and modeling assignments related to the San Francisco Bay/Sacramento-San Joaquin River Delta (Bay-Delta). The incumbent is expected to maintain high level contacts with other organizations and is responsible for managing difficult and sensitive responses to public and interagency contacts.

Essential Functions (Including percentage of time):

40%	Develop, evaluate, and implement flow, water quality and related requirements in the San Francisco Bay/Sacramento-San Joaquin Delta (Bay-Delta) and its tributaries, and assist with the development of related plans, policies and regulations. Evaluate chemical, hydrological, biological and environmental effects of such requirements and prepare related recommendations and analyses. Prepare technical reports, orders, decisions, and any other documents to support the Unit's efforts to develop, evaluate and implement flow, water quality, and related requirements. Assist with assessment and oversight of compliance with water right requirements related to implementation of these requirements. Oversee, manage, and develop contracts or grant agreements related to the above. Present at public workshops/meetings, or before the State Water Board. Prepare notices, briefing documents, presentations and other related documents.
20%	Administer the requirements of the California Environmental Quality Act (CEQA) as it relates to State Water Board actions on controversial water resources development projects, including projects of statewide significance. Develop, review, and provide written comments on environmental documents. This work includes: analysis of complex scientific data for technical accuracy in environmental documents; ensuring legal and procedural adequacy of environmental documents; and making recommendations to management or the State Water Board regarding project approval, CEQA compliance, selection of alternatives, and the applicability of mitigation measures. Oversee the development and implementation of contracts and direct the preparation of environmental compliance documents by consulting firms.
15%	Represent the State Water Board and coordinate with governmental agencies, water users, and other interested parties on instream flow and related efforts to protect public trust resources and beneficial uses of water. This work includes: collection and analysis of flow and ecological data, review and comment on instream flow recommendations and associated implementation plans proposed by external parties, and presenting at meetings, workshops, or conferences to share the State Water Board's efforts with the regulated and non-regulated community.
15%	Coordinate with other related State Water Board and Regional Water Quality Control Board staff and programs to ensure consistent and appropriate development and implementation of flow, water quality and related requirements. Coordinate with other Division staff on investigations regarding potential impacts to public trust resources, including: preparation of compliance correspondence, review of compliance submittals for adequacy, and coordination with the Division's Enforcement Section on follow-up enforcement as necessary. Function as a team member or lead on hearings before the State Water Board, including assisting the hearing officer to conduct hearings, evaluate testimony and evidence, question witnesses, write staff analyses and decisions, and respond to comments. Act as staff expert on complex and controversial water right matters.



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Marginal Functions (Including percentage of time):

5%	Complete phone duty, update and maintain the Division's water right database (CALWATRS), prepare oral and written reports to communicate issues to the State Water Board, update webpages related to the Unit's work, and respond to written and verbal inquiries from the general public and other interested parties regarding the State Water Board's efforts.
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 15 pounds, bend and reach above shoulders to retrieve files and/or documents. Occasional travel may be required locally and within the state. Occasionally, navigate in uneven, rugged terrain for extended periods of time in extreme temperatures throughout the workday.

Typical Working Conditions:

The incumbent works on the 14th 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