



Classification: Environmental Scientist
Position Number: 880-180-0762-012

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 25-180-048	Classification Title: Environmental Scientist	Position Number: 880-180-0762-012
Incumbent Name: Vacant	Working Title: Environmental Scientist	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R10
Division/Office: Santa Ana RWQCB (Region 8)		Section/Unit: General Stormwater
Supervisor's Name: Michelle Beckwith		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:

HR Analyst Approval:

Date: 01/26/2026

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) is responsible for managing the scientific and technical aspects of the General and Regional Stormwater Permits, including working with State and Regional Water Board Stormwater program staff to evaluate the scientific data and perform data analysis. The ES is responsible for the implementation and enforcement of the stormwater permits by: (1) conducting scientific analysis of discharger submitted compliance data and reviewing environmental reports, (2) evaluating general stormwater permit compliance by conducting inspections and recommending enforcement actions, (3) and relaying and translating complex scientific concepts and principles of the general stormwater permits to the regulated community and general public.

Essential Functions (Including percentage of time):

40%	Prepare for and conduct inspections of facilities covered under the General and Regional Stormwater Permits to verify elimination of materials, wastes, and processes of stormwater; to verify the cessation of permitted discharge; or to verify compliance with requirements of the General and Regional Stormwater Permits. Inspection preparation includes the review of environmental reports and plans, scientific data, and the environmental history of a facility/site. Based on inspection results, draft formal inspection reports are used by the Regional Water Board Prosecution Team to determine compliance with environmental regulations, plans, and policies.
25%	Perform duties associated with the input and compilation of environmental data provided by the regulated community under the General and Regional Stormwater Permits. Using spreadsheets, databases, and other visualization tools, analyze sampling data from Qualifying Storm Events (monitoring results) and environmental plans within the Stormwater Multiple Application and Report Tracking System (SMARTS), or other reporting systems. Prepare environmental reports to assess compliance with the Numeric Action Levels and Numeric Effluent Limitations.
15%	Provide outreach, guidance, and scientific/technical and non-technical assistance to various Federal, State, and local municipalities, special districts, private businesses, and other third parties to determine compliance under the General and Regional Stormwater Permits. Effectively communicate the complex scientific/technical aspects of the General and Regional Stormwater Permits in lay person's language. Use tools to evaluate the written products and apply editing techniques to objectively increase their readability for the public and members of Tribes and disadvantage communities.
10%	Present formal enforcement action cases to the Regional Water Board. This will include the preparation, recommendation of environmental policy, and presentation of enforcement complaints/orders to the Regional Water Board. Meet and confer with individuals and groups to obtain compliance with laws and regulations concerning environmental requirements of California and Federal agencies.

Marginal Functions (Including percentage of time):

5%	Investigate and take appropriate actions on reports/complaints regarding the discharge of polluted stormwater and unauthorized non-stormwater discharges to stormwater systems and Waters of the United States. Respond to and work cooperatively with federal, state, and local government agencies and the public in coordinating the oversight of the Stormwater Program.
5%	Perform other duties as required.



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Typical Physical Conditions/Demands:

The job requires extensive use of a computer and the ability to sit/stand at a desk and type on a keyboard for extended periods of time. Ability to lift 15 lbs., bend and reach above shoulders to retrieve files and/or documents. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, move more than 50 lbs., remain in a stationary position for prolonged periods of time, etc.

Typical Working Conditions:

The incumbent works on the 8th floor of a high-rise office building in downtown Riverside, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday.

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