



Classification: Environmental Scientist  
Position Number: 880-456-0762-002

## DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

<b>RPA Number:</b> 25-456-034	<b>Classification Title:</b> Environmental Scientist	<b>Position Number:</b> 880-456-0762-002
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Environmental Scientist	<b>Effective Date:</b> January 2026
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time	<b>CBID:</b> R10
<b>Division/Office:</b> Division of Drinking Water/Resiliency and Data Branch		<b>Section/Unit:</b> Safe and Affordable Funding for Equity and Resilience (SAFER) Drinking Water Section/County Engagement Unit
<b>Supervisor's Name:</b> Brian Kidwell		<b>Supervisor's Classification:</b> Senior Water Resource Control Engineer

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> Kathleen Hill	<b>Date:</b> January 2026

<b>General Statement</b>
Under the close supervision of a Senior Water Resource Control Engineer 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.
<b>Position Description</b>
The Environmental Scientist (ES) is expected to perform a variety of tasks and be part of a team supporting and overseeing Local Primacy Agencies (LPAs) in many California counties. The incumbent will work closely with both LPAs and the Division of Drinking Water (Division) field offices to ensure the LPA public water system regulatory program meets the requirements of the Local Primacy Delegation Agreement (LPDA) and effectively protects public health. The incumbent will ensure program requirements such as the Safe Drinking Water Act requirements are communicated effectively to the LPAs.
<b>Essential Functions (Including percentage of time):</b>



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40%	Works with assigned LPA and Division field staff to monitor and ensure the LPA is in compliance with their current LPDA; monitors and reviews annual workplans submitted by the LPAs; participates in Annual or Semi-annual LPA Program performance evaluations; drafts LPA compliance letters based on the performance and compliance with the LPDA; and acts as point of contact and collaborates with field staff to provide LPAs policies and guidance associated with implementation of the California Safe Drinking Water Act and drinking water regulations implementation.
20%	Works with the Data Management Unit (DMU) to ensure LPA regulated water system water quality data, including lead and copper rule (LCR) data and the regulatory compliance information is available to the public via the Division website. Ensures the LPA is reporting all required data elements in a timely and accurate manner to the Division's SDWIS database, provides assistance to the LPA, when needed, with interpreting and applying the data entry rules for the error reports provided to LPAs by the DMU; ensures LPAs are receiving and reviewing available water quality data, tracking missed sampling events and determining compliance with the Safe Drinking Water Act.
15%	Acts as a liaison for sharing updates or announcements to the LPAs on various drinking water related information or issues. Assists with the preparation and facilitation of the annual LPA workshop, LPA monthly training sessions, and other training events. Provides training and coordination with both LPA Counties and non-LPA counties with regards to water related issues, including but not limited to drought planning, state small water system and domestic well needs.
15%	Develop reports and other administrative evaluation tools for use by management to meet, in part, the legislative mandates and program assessment needs of the Division in administering the LPA program or related to small water systems. Maintains and/or updates the websites that are managed for the benefit of the LPA program. Develops or supports new data tools and websites advancing the Human Right to Water resolution and ensures accessibility.

**Marginal Functions (Including percentage of time):**

5%	Manages and monitors various spreadsheets identifying compliance status of public water systems requested by the USEPA and report at a specified frequency; assist LPAs and Districts with the compliance efforts necessary to be addressed as identified by the USEPA.
5%	Perform other duties as required.

**Typical Physical Conditions/Demands:**



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The job requires extensive use of a personal computer and the ability to sit/stand at a desk, use 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. Occasionally navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday. Must possess a valid driver's license and be able to operate motorized vehicle.

**Typical Working Conditions:**

The incumbent works in one of the Division's offices in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Telework is allowed through an approved telework work plan which must support and align with the Division's mission and work priorities. Travel to LPA evaluations and all staff meetings is 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