



Classification: Environmental Scientist
Position Number: 880-300-0762-104

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 25-300-096	Classification Title: Environmental Scientist	Position Number: 880-300-0762-104
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: Permitting Section, Coastal and Inland Watersheds Permitting Unit
Supervisor's Name: Matthew McCarthy		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:

HR Analyst Approval: *Nina Lopez*

Date: 01/30/2026

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

Environmental Scientist performs professional scientific work related to the administration of water rights laws, regulations, and policies of the State Water Resources Control Board (State Water Board). Incumbents at the higher levels of the classification are expected to apply independent judgment and may act as leads for projects of higher difficulty or be assigned staff specialist responsibilities in support of project managers or other technical or programmatic functions. The incumbent primarily performs complex and varied assignments related to the processing of water right applications, petitions, registrations, and other processes related to administration of the State Water Board's water rights permitting authority.

Essential Functions (Including percentage of time):

40%	Perform scientific duties related to the water rights programs of the State Water Board. Analyze situations and take appropriate actions regarding the application of laws, rules, regulations, policies, and requirements of Federal and State authorities. Prepare environmental permitting packages, regulatory permits, and other documents related to water rights. Prepare clear, complete, and technically accurate scientific and environmental reports, and review, check, and interpret reports developed by others. Develop and maintain technical information related to the administration of the State Water Board's water rights permitting authority within electronic database and spatial resources. Analyze situations accurately and adopt an effective course of action. Facilitate negotiations regarding disputes over water right projects. Provide technical and procedural support for all aspects of State Water Board workshops, items, and hearings related to water rights administration.
25%	Develop recommendations regarding environmental programs as these may be affected by scientific findings. Research, develop, and assess scientific methodologies, innovative programs to address emerging problems, and alternatives for mitigation of the hazards to the public and environment. Consult with and advise other agencies and institutions engaged in related environmental analysis, management, planning, regulation, investigation, and research. Meet and confer with individuals and groups to obtain compliance with laws and regulations concerning environmental requirements of California and Federal governments. Communicate effectively, provide training, and maintain cooperative relations with a variety of people including professional experts. Give presentations and participate in hearings and field investigations as a staff expert for environmental matters.
20%	Assist applicants/petitioners in understanding the requirements for filing applications and/or petitions to modify existing water rights and the Division's project review process, including the environmental review and associated information requirements.

Marginal Functions (Including percentage of time):

5%	Inspect permitted facilities and other regulated activities, review facility environmental practices, and collect environmental and water right related data. Collect data in the field using appropriate methods and devices, which may involve travel to remote locations and traverse uneven terrain on foot for extended periods of time during a working day. Develop and/or analyze legislation, regulations, plans, policies, procedures, alternative technologies, practices, criteria, and guidelines.
5%	Maintain assigned state-owned computer and related equipment, including ensuring that the computer receives required updates as necessary.
5%	Perform other duties as required.



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Typical Physical Conditions/Demands:

Extensive use of a personal computer and the ability to sit/stand at 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. Operate a vehicle for long periods of time to travel to remote locations. Traverse uneven and rugged terrain for extended periods of time in extreme temperatures.

Typical Working Conditions:

The incumbent works on the 14th floor of a high-rise office building in downtown Sacramento, in an enclosed office cubicle. The work schedule is Monday through Friday. Mandatory overtime may be required when department requires. Travel may be required locally and within the state to remote locations.

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