



Classification: Environmental Scientist
 Position Number: 880-250-0762-221

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-250-103	Classification Title: Environmental Scientist	Position Number: 880-250-0762-221
Incumbent Name: Vacant	Working Title: Santa Monica Bay Restoration Commission Staff	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R10
Division/Office: Division of Water Quality		Section/Unit: Sustainable Water Plans and Policies I Section Santa Monica Bay Restoration Commission Program Unit
Supervisor's Name: Luke Ginger		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval:	Date:

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 incumbent will serve as staff assisting the Senior Environmental Scientist (Supervisory) with carrying out the mission of the Santa Monica Bay Restoration Commission Program Unit in the Surface Water Branch in the Division of Water Quality and carries out tasks to protect Santa Monica Bay marine and coastal ecosystems for present and future generations.



Essential Functions (Including percentage of time):	
25%	Assist the Administrative Director (AD) of the Santa Monica Bay Restoration Commission (SMBRC) in supporting the administrative functions of the SMBRC, including program review and reporting required by the U.S. Environmental Protection Agency; logistics related to the execution of the SMBRC's Governing Board meetings, Executive Committee, and Technical Advisory Committee; organize and facilitate at least one Santa Monica Bay Community Members Workshop per year; and management of the SMBRC's membership, including coordinating with the State Water Board's Filing Officer to complete assuming and leaving office forms and notify members of required economic interest disclosures and ethics training.
20%	Act as grant manager for developing, executing, and overseeing grants for state bond-funded projects recommended by the SMBRC. Coordinate with the State Water Board's Division of Financial Assistance grant personnel and Coastal Conservancy on proposed state bond-funded projects. Conduct site visits and inspections of the proposed and/or funded projects.
15%	Collaborate with The Bay Foundation (TBF) and other partners of the Santa Monica Bay National Estuary Program (SMBNEP) to develop annual work plans, annual and semi-annual reports, public Baywire newsletters, State of the Bay reports, reporting via the National Estuary Program Online Reporting Tool, and carry out and report on the progress on work plan tasks to SMBRC members and the public.
10%	Compile scientific data, perform research and analysis, and prepare reports on issues related to SMBRC activities including SMBNEP Comprehensive Conservation Management Plan (CCMP) updates and revisions; revisions to the SMBRC's Memorandum of Understanding, Conflict of Interest Code, and Record Retention Schedule; the Memorandum of Agreement between SMBRC and TBF; and other reports and studies as required.
10%	Prepare briefing documents and presentations to the SMBRC's Board and Committees and other entities, as needed. Prepare responses to inquiries and, in coordination with legal counsel, Public Records Act requests from the general public and other interested parties. Present educational and informational materials to interested parties. Update the program website. Manage records consistent with the SMBRC's Record Retention Schedule.



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Essential Functions (Including Percentage of Time):

10%	Develop and implement an engagement plan that advances the Water Board’s mission and equity goals. Represent the Water Boards in outreach and engagement efforts, including giving presentations, facilitating meetings and workshops, conducting Tribal consultations, and interested party engagement. Establish and maintain partnerships with interested parties, including historically underserved and disadvantaged communities, ensuring open communication and inclusive participation. Conduct outreach and analyses and prepare findings consistent with Water Code section 13149.2. Conduct programmatic assessments and identify actions to implement the Water Board’s Racial Equity Resolution, Racial Equity Action Plan, Human Right to Water Resolution, and Climate Change Resolution in integrated water resource management. Collaborate with the Communications Office and the Office of Public Engagement, Equity, and Tribal Affairs on developing talking points, project summaries, presentations, and outreach materials for members of the media and public. Clearly convey complex analyses and concepts to diverse audiences and respond to technical and regulatory questions.
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Marginal Functions (Including percentage of time):

5%	Participate in and contribute to the efforts of selected task forces and technical advisory committees relating to issues in the Santa Monica Bay watershed and of statewide importance.
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 keyboard for extended periods of time. The job also requires giving presentations and attending meetings virtually as well as in person. This position requires travel to various locations throughout the state by car, rail, and air to attend meetings, trainings, and site visits.

Typical Working Conditions:

When in-office, the incumbent works in an office cubicle of a high-rise office building in downtown Los Angeles. The work schedule is Monday through Friday. Periodic travel is required locally and within the state, including occasional overnight travel and to the CalEPA building in downtown Sacramento.

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
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Employee Name	Employee Signature	Date