



Classification: Sr. Environmental Scientist
 Position Number: 880-250-0764-037

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-250-110	Classification Title: Senior Environmental Scientist (Supervising)	Position Number: 880-250-0764-037
Incumbent Name: Vacant	Working Title: Senior Environmental Scientist (Supervising)	Effective Date: February 2026
Tenure: Permanent	Time Base: Full Time	CBID: S10
Division/Office: Division of Water Quality		Section/Unit: Watersheds and Wetlands Section Wetlands Permitting and Planning Unit
Supervisor's Name: Paul Hann		Supervisor's Classification: Environmental Program Manager I (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: Kathleen Hill	Date: February 24, 2026

General Statement	
Under the general direction of an Environmental Program Manager I 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 serves as Supervising Senior for the Wetlands Permitting and Planning Unit, and supervises technical staff who perform statewide wetland protection activities, and prepare permit actions for discharges of dredged or fill materials.	
Essential Functions (Including percentage of time):	
30%	Lead complex program activities related to environmental permitting, policy development, and program implementation. Oversee development and implementation of complex regulatory policies, permits and associated program guidance to ensure protection of wetlands and aquatic resources and compliance with applicable state and federal requirements. Coordinate with legal counsel to evaluate proposed and enacted changes to laws, regulations, and court decisions; assesses program impacts from such changes; and direct development of policy,



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	procedures, and permit requirements to maintain legal and program alignment. Oversee the public participation process including taking proposed policy actions to the Board for consideration and adoption.
20%	Perform the necessary administrative functions associated with supervising and directing staff. Implement the expectations of the division and establish, in consultation with the Section Manager, unit specific expectations where appropriate. Interview and hire staff. Provide clear, accurate and effective direction to staff on completion of unit objectives. Ensure staff provide consistent, high quality responsive customer service. Review staff work products for quality. Identify, develop and implement staff guidance and training to carry out program goals and objectives. Evaluate staff performance against division expectations and unit objectives and take appropriate corrective action as necessary.
15%	Oversee coordination between program staff and information technology professionals in the planning, development and implementation of new and existing data management systems and tools. Identify business needs, document and translate program processes into functional system requirements, coordinating with IT on application and database development, and supporting system testing, implementation, and continuous improvement.
10%	Represent the Water Boards in outreach and engagement efforts, including giving presentations, facilitating meetings and workshops, and conducting Tribal consultations. Conduct equitable community and Tribal outreach and engagement, establish and maintain partnerships, and foster open communication for voices from historically underserved and disadvantaged communities, including conducting outreach and analyses and developing 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. In cooperation with the Communications Office and the Office of Public Participation develop talking points, presentations, and outreach material for members of the media and the public.
10%	Oversee the planning and administration of the program roundtable with Regional Board program staff to improve coordination, consistency and knowledge of program requirements.
Marginal Functions (Including percentage of time):	
5%	Coordinate with training academies and contractors to develop and deliver program training. This includes identifying training needs, supporting curriculum and materials development, to ensure consistent and effective statewide implementation of program requirements.
5%	Coordinate with other related programs involved in wetland protection. Represent State Water Board at various intra and interagency regulatory meetings
5%	Perform other duties as required.



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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. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. Occasional site inspections require the ability to navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, standing/sitting for long periods of time, etc.

Typical Working Conditions:

The incumbent works on the 15th floor of a high-rise office building in downtown Sacramento, in a windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during the year end closing process or when the department is mission tasked. 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