



Classification: Senior Environmental Scientist Supervisory  
 Position Number: 880-130-0764-004

**DUTY STATEMENT**

CURRENT PROPOSED

<b>RPA Number:</b> 25-130-038	<b>Classification Title:</b> Senior Environmental Scientist (Supervisory)	<b>Position Number:</b> 880-130-0764-004
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Senior Environmental Scientist (Supervisory)	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time	<b>CBID:</b> S10
<b>Division/Office:</b> Central Coast Regional Water Quality Control Board- Region 3/ San Luis Obispo, Central Coast		<b>Section/Unit:</b> Standards, Planning & Assessment/ Nonpoint Source/ Grants
<b>Supervisor's Name:</b> Mary Hamilton		<b>Supervisor's Classification:</b> Environmental Program Manager I

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> Danielle Klemencic	<b>Date:</b> 3/12/2026

<b>General Statement</b>
Under the direction of an Environmental Program Manager I (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.
<b>Position Description</b>
The Senior Environmental Scientist (Supervisory) is responsible for supervising, coaching, mentoring staff and for directing and reviewing the work of the staff in the unit which includes the following programs: Water Quality Standards, Total Maximum Daily Loads, Integrated Report (surface water quality data assessment), and Nonpoint Source and Grants. The Senior Environmental Scientist (Supervisory) is responsible for communicating the Central Coast Water Board's vision, mission, and values to the program staff, setting program priorities and expectations, and allocating resources accordingly.
<b>Essential Functions (Including percentage of time):</b>



<p>35%</p>	<p>Supervise, direct, and review the work of the staff in the Basin Planning, Total Maximum Daily Load (TMDL), and Integrated Report programs and provide day-to-day guidance and leadership including coaching, mentoring, and communicating the Central Coast Water Board's mission, vision, and values and task alignment to the program staff. Manage program workload and staff resources by setting program priorities and expectations and allocating staff resources accordingly.</p> <p>Lead program staff in implementing technical work aligned with organizational and program priorities. The Basin Planning Program technical work includes development of the triennial review, Basin Plan amendments, and regulatory analyses including the California Environmental Quality Act (CEQA). The TMDL program technical work includes development of TMDL projects including use of conceptual models, water quality standards attainment assessments, source analyses, TMDL and numeric target development, wasteload and load allocations, regulatory analyses including CEQA, and development of Implementation Plans. The Integrated Report Program technical work includes water quality data assessment and water quality standards attainment assessment.</p> <p>Supervise the preparation of technical documents and presentations for public outreach and Water Board adoption hearings and assist staff with development of stakeholder outreach skills.</p>
<p>20%</p>	<p>Supervise, direct, and review the work of the staff in the Nonpoint Source (NPS) and Grants programs and provide day-to-day guidance and leadership including coaching, mentoring, and communicating the Central Coast Water Board's mission, vision, values and task alignment to the program staff. Manage program workload and staff resources by setting program priorities and expectations and allocating staff resources accordingly.</p> <p>Lead NPS and Grants program staff in implementing technical work aligned with organizational and program priorities. The NPS program technical work includes evaluation of and reporting on ongoing implementation of watershed management plans and regulatory programs designed to control NPS pollution. Grants program technical work includes review of grant proposals and scopes of work to determine alignment with the Region's stated grant preferences/priorities and development of the Region's grant preferences/priorities in coordination with Water Board programs and management.</p> <p>Supervise the preparation of technical documents and presentations for public outreach and Water Board adoption hearings and assist staff with development of stakeholder outreach skills.</p>



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20%	Coordinate with other Central Coast Water Board program managers to ensure and facilitate cross program awareness and learning for program staff and in support of developing TMDL implementation strategies and Basin Plan amendments. Represent the Central Coast Water Board on statewide and regional issues and coordinate the Region's activities with the State Water Board, United States Environmental Protection Agency (EPA), dischargers, stakeholders, and other regions. Participate in Basin Planning, TMDL, Integrated Report, NPS, and Grants Roundtables and other statewide program forums. Represent the Central Coast Water Board at meetings of public agencies, respond to public inquiries, participate in regional conferences, and promote outreach on water quality.
15%	Prepare, revise annually, and report regularly on the Region's Basin Planning, TMDL, Integrated Report, NPS and Grants program work plans. Manage, track, and report on personnel budgets, including allocations to staff in other units (e.g., Administration and Irrigated Lands programs) that implement the NPS work plan. Oversee work plan task tracking to ensure timely completion of work commitments. Regularly report to your direct supervisor on work plan project status and performance metrics, and priority topics. Oversee, facilitate, and provide technical and policy advice on establishing grant priorities and integration of programs associated with implementation of TMDLs. Incorporate outcomes of regulatory program, NPS program implementation, and grant and contract projects into TMDL report cards.
5%	Responsible for staff recruitment, hiring, and retention including staff development of individual work plans (or similar professional development plans) and performance evaluations.
<b>Marginal Functions (Including percentage of time):</b>	
5%	Perform other duties as required.
<b>Typical Physical Conditions/Demands:</b>	
The job requires extensive use of a personal computer at a desk, utilizing a phone, and typing on a keyboard for extended periods of time. Ability to move 15 pounds and retrieve files and/or documents from low or high spaces.	
<b>Typical Working Conditions:</b>	
The incumbent works on the first and second floor of an office building in San Luis Obispo. The office has elevator access to the second floor. The office is climate controlled and is a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary when the department is mission tasked. Travel may be required locally and within the state.	



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<b>Supervisor Statement</b>		
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