

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

CLASSIFICATION <b>Environmental Scientist</b>		DWR POSITION NUMBER <b>840-340-0762-010</b>	SAP POSITION NUMBER <b>50004955</b>	MCR <b>1</b>
APPOINTEE <b>Vacant</b>		SAP PERSONNEL NO.	DIVISION/SECTION <b>DISE/EMRR/Quality Assurance Unit</b>	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: <b>R10</b>				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Rachel Pisor</b>	SUPERVISOR'S CLASSIFICATION <b>Senior Environmental Scientist (Supv)</b>	
APPROVED BY (Personnel Analyst's Name) <b>Jennifer Greathouse</b>			DATE <b>3/17/26</b>	
<i>Percent of Time</i>	<i>Activity</i>			
<b>45%</b>	<p><b>POSITION SUMMARY</b> Under the direction of the Manager of the Quality Assurance (QA) Unit, the incumbent performs professional scientific and analytical tasks to support implementation of Water Resources Engineering Memorandum 60 (WRM 60) - QA/QC for Water-Related Monitoring Programs. The incumbent works both independently and as part of a team supporting implementation of WRM 60 policies and procedures, QA/QC of scientific data collected by the Department of Water Resources (DWR), and coordination of QA/QC activities with other agencies and partnerships.</p> <p><b>ESSENTIAL FUNCTIONS</b> This position requires the incumbent to work cooperatively with others; communicate effectively; maintain regular, consistent, and predictable attendance; possess excellent organizational and analytical skills; exercise good judgment; and follow DWR policies and procedures, including safety policies. The specific essential duties are as follows:</p> <p>Perform scientific and technical tasks to support implementation of QA policies and procedures in the collection, analysis, validation, reporting, storage, and dissemination of field water quality, environmental, and related natural resources data (e.g. streamflow, groundwater, weather or climate) under WRM 60. Responsibilities include collaborating with other Quality Management (QM) Section Staff in the development, review, and implementation of QA/QC policies, principles, and planning documents; collaborating with the Quality System Support and QA Unit staff to develop, review or revise QA policies, QA guidance documents, QA/QC procedures, guidelines, and manuals; integrating QA/QC planning and procedures into monitoring activities through implementation of standardized operating procedures (SOPs) and sufficient quality documentation. Collaborate with Quality System Support Unit and QA Unit staff to implement and maintain the QA Training Program which coordinates standardized training on standard operating procedures for DWR Staff; to develop technical tools and guidance documents such as SOPs, work instructions, templates, and forms; and create educational resources, fact sheets, and educational presentations such as Town halls, bootcamps and workshops. Collaborate with the Quality System Support Unit and QA Unit staff on special studies in Quality Assurance. This may involve conducting literature</p>			
SUPERVISOR'S STATEMENT: <b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>				
SUPERVISOR'S NAME (Print) <b>Rachel Pisor</b>		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: <b>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>				
EMPLOYEE'S NAME (Print) <b>Vacant</b>		EMPLOYEE'S SIGNATURE ➤		DATE

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<i>Percent of Time</i>	<i>Activity</i>		
<b>35%</b>	<p>reviews, developing tasks lists, timelines, developing budgets and contracts needed to implement the study, conducting sample collection, and querying results from scientific databases and analyzing and visualizing data for technical reports.</p> <p>Provide support to DWR staff in implementing QA principles. This support includes providing guidance in appropriate data collection, statistical analysis, and reporting of results through written reports and oral presentations. Support also includes providing technical services and assistance to project managers and staff in implementing QA for their scientific projects; through reviewing, analyzing, and assessing QA technical documents for content and completeness in implementing QA policies; and providing technical support to staff in data review of water quality, environmental, and related natural resources data. Provide support to the QA Officer with assessments of projects for compliance with SOPs, QAPPs, and other quality documentation or regulatory requirements. This may include on-site assessments, drafting assessment reports, meeting with programs to review the results, facilitating quality improvement activities, and following up on corrective actions.</p>		
<b>15%</b>	<p>Support senior QM Section staff in coordinating the activities of the QA Committee, which is comprised of representatives from all Divisions throughout DWR that collect water-related data. Prepare reports, technical memorandums, and status updates on the implementation of the QA Program to improve the quality of scientific data collected by DWR monitoring, surveys, and research. Collaborate with the QA Officer in coordinating the activities and developing guidance and presentations for the QA Committee which is comprised of representatives from multiple Divisions across DWR.</p>		
<b>5%</b>	<p>Make technical presentations at meetings, conferences, workshops, and other public forums, Bay-Delta Science meetings, and DWR and multi-agency workshops and conferences attended by scientific peers and stakeholders. Attend training as appropriate.</p> <p><b>SPECIAL REQUIREMENTS</b></p> <p>Possess working knowledge of scientific principles, water quality, quality assurance principles, water quality measurement or reporting techniques, and management of computerized data or record management systems. Possess strong written and verbal communication skills. Possession of a valid California State driver's license in order to drive to various meeting and project locations. Must be able to traverse uneven terrain for field visits.</p> <p>The Department of Water Resources (DWR) is committed to its mission and employees, and we are grounded in our commitment to public safety. DWR offers a hybrid workplace model that is designed to support a workforce of both office-centered and remote-centered workers. Regular and consistent attendance- whether office-centered or remote-centered – is essential to the successful performance in the position. All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. The Department of Water Resources (DWR) is committed to its mission and employees, and we are grounded in our commitment to public safety.</p>		