



Classification: Environmental Scientist  
 Position Number: 880-160-0762-009

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 25-160-024	<b>Classification Title:</b> Environmental Scientist	<b>Position Number:</b> 880-160-0762-009
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Environmental Scientist	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time	<b>CBID:</b> R10
<b>Division/Office:</b> Lahontan Regional Water Quality Control Board Region 6-South Lake Tahoe		<b>Section/Unit:</b> Non-Point Source Unit
<b>Supervisor's Name:</b> Laurie Scribe		<b>Supervisor's Classification:</b> Senior Environmental Scientist (Supervisory)

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> 	<b>Date:</b> 03/17/2026

<b>General Statement</b>
Under the direct 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 solicit and consider internal/external customer input when completing work assignments.
<b>Position Description</b>
The Environmental Scientist (ES) primary role is to implement the region's nonpoint source program as described in the 2025-2030 Nonpoint Source Implementation Plan and future updates to that plan. Additionally, the ES will serve as lead staff for tasks related to Nonpoint Source Program Management and administration of the federal Clean Water Act section 319 grant fund for projects that reduce nonpoint source pollution.



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**Essential Functions (Including percentage of time):**

35%	Conduct project reviews and perform inspections and site visits of project areas to ensure compliance with permits, policies, grants or programs. Draft waste discharge requirements and waivers of waste discharge requirements when appropriate and correspond with permittees regarding enrollment, implementation and reporting. Review documents submitted by project implementers and permittees. Investigate potential violations and initiate enforcement actions when necessary. Focus areas for these tasks may include implementation of the Bridgeport Waiver, Bishop Creek Vision Plan, inspections of private and federal grazing allotments or leased areas, golf courses, and restoration projects.
20%	Function as the Nonpoint Source (NPS) program lead. Coordinate with other regional and State Water Board NPS staff during roundtable meetings and monthly conference calls; prepare annual and multi-year planning documents and accomplishment reports for regional NPS activities including those related to rangeland and grazing, agriculture, harmful algae blooms, and other future NPS priority topics as identified.
20%	Utilize applicable Federal and State Board policies and procedures to conduct application review and selection, scope of work development, and grant management of federal Clean Water Act section 319(h) grants in coordination with State Water Board and USEPA. Provide outreach and education to potential applicants on the 319(h) grant program.
15%	Assist in the development and implementation of policies, regulations, or strategies to address grazing related water quality issues throughout the region. Maintain and in-depth working knowledge of (1) grazing management practices, potential water quality impacts; best management practices to avoid or mitigate water quality impacts; and relevant monitoring and assessment tools, approaches and protocols; (2) applicable State and Federal laws, regulations, policies, and private and governmental programs addressing or affecting grazed watershed water quality, and (3) principles and new tools for effective coordination and communication with other agencies and the public.

**Marginal Functions (Including percentage of time):**

5%	Education and outreach activities.
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 type on a keyboard for extended periods of time. Ability to lift 20 pounds, bend and reach above shoulders to retrieve files and/or documents. Occasionally navigate uneven, rugged, or unstable terrain for extended periods of time throughout the workday while conducting field visits and assisting with sample collection.



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**Typical Working Conditions:**

The incumbent is based in the South Lake Tahoe main office and will have a designated cubicle if they are office based. The typical work schedule is Monday through Friday. Though travel associated with the position is limited, when required it typically involves traveling locally or within the region for conducting field sampling, inspections, and attending meetings. Occasionally evening and weekend work may be necessary to support public outreach and education events.

**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