



Classification: Environmental Scientist
Position Number: 880-240-0762-067/074

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-240-030/031	Classification Title: Environmental Scientist	Position Number: 880-240-0762-067/074
Incumbent Name: Vacant	Working Title: Environmental Scientist	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: R10
Division/Office: Office of Research, Planning, and Performance		Section/Unit: Emergency Management Program
Supervisor's Name: Krystle Taylor		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: <i>Tiffani Pace</i>	Date: April 6, 2026

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 Environmental Scientist (ES) helps provide agency wide oversight, coordination, training, and technical support for the Water Boards' emergency training and preparedness activities, responsiveness during emergency incidents, and roles in recovery from emergency incidents. During and after an emergency incident, the ES is focused on threats or impacts to water quality but may support other Water Boards' activities as well. The ES performs complex and sensitive emergency evaluation, consultation, and coordination, and works independently and in teams to carry out complex water resource management duties as described below.
Essential Functions (Including percentage of time):



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30%	<p>Coordinate emergency planning, preparedness, response, and recovery activities across Water Boards programs; Regional Water Boards; Cal OES Spill Response Coordinators; CalEPA's Emergency Response Team and Emergency Response Management Committee (ERMaC); and other governmental agencies, nonprofit organizations, mutual aid partners, and stakeholders to support and facilitate emergency management functions. Serve as a technical expert at meetings, workshops, conferences, and public outreach events, and provide backup support to EMP team members as needed. As Duty Officer, review Cal OES State Warning Center spill notifications and ensure timely coordination and communication. Coordinate, track, and support the needs of Cal OES, CalEPA, and State and Regional Water Boards during emergency response and recovery efforts, including tracking and prioritizing resource requests. Serve as a technical expert and/or Agency Representative within the Incident Command System (ICS) and Standardized Emergency Management System (SEMS), and conduct emergency coordination activities in accordance with ICS and SEMS roles and responsibilities.</p>
20%	<p>Develop environmental protection plans when a State of Emergency is proclaimed by the Governor, that identify Best Management Practices (BMPs) to protect water quality during and following emergency incidents, including wildfires, floods, and earthquakes. Provide support to Regional Water Boards through on-site and/or remote consultation to identify and implement BMPs appropriate to the incident and the needs of the Region. Serve as a technical resource to support State and Regional Water Board program staff in the development and implementation of water quality monitoring, assessment, and mitigation plans and projects. Conduct research, prepare supporting materials, and collaborate with stakeholders on water policy and planning initiatives to enhance preparedness and mitigate the impacts of emergency incidents on water quality. Conduct outreach and engagement activities, including developing and delivering presentations and facilitating meetings and workshops. Establish and maintain partnerships and foster inclusive communication with historically underserved and disadvantaged communities, including conducting analyses and developing findings consistent with California Water Code § 13149.2. Conduct programmatic assessments and identify actions to support implementation of the Water Board's Racial Equity Resolution, Human Right to Water Resolution, and Climate Change Resolution within integrated water resource management efforts. Develop talking points and outreach materials for the media and the public in coordination with the Communications Office and the Office of Public Engagement, Equity, and Tribal Affairs. Communicate complex technical and regulatory information clearly and effectively to diverse audiences, both verbally and in writing, and respond to technical and regulatory inquiries.</p>



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20%	<p>Prepare reports to assess Water Boards' performance in protecting water quality during and after emergency incidents. Develop and review informational materials, presentations, and briefings for internal and external emergency coordination meetings, public outreach, and social media. Develop and implement processes and procedures to enhance information sharing and cross-training among technical experts within the State and Regional Water Boards. Support the development, review, maintenance, and ongoing technical updates of State and Regional Water Board Emergency Response Plans and the Continuity of Operations Plan. Review and propose updates to Cal OES Emergency Response Plans, State Hazard Mitigation Plans, and other emergency management resources. Coordinate After-Action and Lessons Learned activities, including scheduling and facilitating meetings, drafting and finalizing After-Action Reports, and evaluating Water Boards' response capabilities to identify gaps. Collaborate with the EMP team to address corrective actions and implement recommended improvements. Develop and implement processes and procedures to expand training for Water Boards staff on emergency response planning and coordination. Develop and facilitate internal and interagency trainings and tabletop exercises to support emergency planning and preparedness activities. Develop and review policies, plans, procedures, technical documents, guidance materials, and other resources related to emergency management and recovery activities.</p>
15%	<p>Develop and maintain subject matter knowledge on water quality permitting programs within the State and Regional Water Boards, impacts to water quality associated with emergency incidents, BMPs to protect water quality during emergency response and recovery activities, and recommended water quality monitoring needs to improve EMP's ability to respond to emergencies and develop policies and procedures that integrate with existing programmatic work across the State and Regional Water Boards. In coordination with the Regional Water Boards, conduct field inspections of permitted facilities and activities to assess compliance with water quality permitting and/or Environmental Protection Plans. As assigned, participate in programmatic Roundtable meetings to stay informed on changes to permitting programs, implementation challenges, and other information that may be pertinent when conducting annual reviews and updates of emergency management plans, policies, and procedures. Develop and maintain GIS tools and other data management and/or visualization tools to support decision-making and planning.</p>
Marginal Functions (Including percentage of time):	
10%	<p>Maintain and update internal and external websites, SharePoint sites, and other media used by EMP and the State and Regional Water Boards to support emergency management activities. Acquire and maintain 40-HR HAZWOPER certification, emergency management training and certifications, and other training required for State of California and Water Boards employees.</p>
5%	<p>Perform other duties as required.</p>
Typical Physical Conditions/Demands:	



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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 30 pounds, bend and reach below knees and above shoulders to retrieve objects. Field work may require occasionally navigating uneven, rugged terrain for extended periods of time throughout the workday and the use of Personal Protection Equipment (PPE) including but not limited to steel toe boots, hard hats, and safety vests. Field work may occasionally require personnel to be outdoors in hot or cold environments, and/or in wet weather for majority of the shift and may require climbing ladders and stairs. During emergency activations, the ES may be required to work in the State Operations Center (SOC), State Agency Emergency Operation Centers (EOCs), local EOCs, or other locations to aid in emergency response and recovery activities. The ES must be able to work effectively and independently and in teams under stressful, complex, high-stakes conditions; work effectively and cooperatively under pressure; provide verbal and written technical material under very short time frames which impact public health, safety, and the environment.

Typical Working Conditions:

The incumbent works on the 13th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The base work schedule is Monday through Friday. Travel may be required up to 20% of the time locally and within the state on short notice and may be higher than 20% during active emergency incidents. Mandatory overtime, including evening, holiday, and weekend work, may be necessary when the Water Boards is assigned a Mission Task by Cal OES, or as other emergency coordination needs require. Working Conditions may vary considerably from the typical and may include work at the Cal OES SOC, local EOCs, and/or other field work.

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 with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Name	Employee Signature	Date