




Classification: Environmental Scientist  
 Position Number: 880-461-0762-001

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 25-461-006	<b>Classification Title:</b> Environmental Scientist	<b>Position Number:</b> 880-461-0762-001
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Environmental Scientist – ELAP Enforcement	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full time	<b>CBID:</b> R10
<b>Division/Office:</b> Division of Drinking Water / Program Management Branch		<b>Section/Unit:</b> Environmental Laboratory Accreditation Program (ELAP) / Program Development, Research and Enforcement Unit
<b>Supervisor’s Name:</b> Michael Head		<b>Supervisor’s Classification:</b> Senior Environmental Scientist (Supervisory)

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> 	<b>Date:</b> 04/20/2026

<b>General Statement</b>
Under close supervision of the 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.
<b>Position Description</b>
The Environmental Scientist regulates environmental testing laboratories to ensure the data produced meets California standards for environmental and public health regulatory purposes. The incumbent will travel throughout the State to investigate laboratories and issue enforcement actions. The incumbent takes initiative to obtain and maintain certifications while participating in public outreach and improving ELAP’s procedures, processes, and databases.



<b>Essential Functions (Including percentage of time):</b>	
30%	Independently plan, organize, and initiate complex, sensitive and timely on-site laboratory investigations and enforcement related activities. Duties include, but are not limited to: desk research and on-site investigation field activities to access compliance with regulations and standards; interview relevant persons with conversations captured in records of communication; gather and maintain documentary and photographic evidence; prepare case reports meeting completed staff work expectations; maintain and review project files to allow for appropriate public access while maintaining required confidentiality.
25%	Perform duties related to Enforcement Actions. Manage and track inquiries sent to the ELAP general and comment inboxes using tracking spreadsheets. Research and respond to inquiries and/or delegate to appropriate staff. Advise ELAP stakeholders, accredited laboratories, other governmental agencies, and the general public regarding quality issues and programmatic decisions, technical standards and procedures relating to environmental and public health. Promote the proper implementation of California laws and regulations. Advance the State's transformative reforms through the enforcement of State's data quality and compliance standards. Represent the Water Boards at various meetings and workshops.
15%	Obtain and maintain certifications and training necessary to demonstrate competence in the core functions of the position. These certifications may include, but are not limited to, US EPA Laboratory Certification Officer and ISO 17025 auditor certification. Training may include individual analytical method training, introduction to environmental crimes, advanced environmental crimes, note taking and report writing, and other offerings from Western States, Southern California Coastal Waters Research Project, and within the agency (Cornerstone, CalLeans).
15%	Participate in public outreach efforts by representing ELAP and engaging meaningfully in meetings, conferences, workshops and forums. Create and facilitate presentations for internal and external stakeholders using Microsoft PowerPoint and Teams to ensure current and relevant information and guidance is being provided.
10%	Drive continuous program improvement efforts. Solicit feedback on program needs and improvement suggestions from staff and management. Draft job aids, forms, checklists, templates, training plans and other items to improve the efficiency and quality of work processes.
<b>Marginal Functions (Including percentage of time):</b>	
5%	Perform other duties as required.



Classification: Environmental Scientist  
 Position Number: 880-461-0762-001

**Typical Physical Conditions/Demands:**

The job requires extensive use of a personal computer and the ability to remain stationary at a desk, utilize a phone, and use a keyboard for extended periods of time. Ability to retrieve and/or move files, documents, or materials of up to 15 pounds.

**Typical Working Conditions:**

The incumbent works remotely and/or in an office building in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. 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