



Classification: Environmental Scientist
 Position Number: 880-190-0762-041

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-190-055	Classification Title: Environmental Scientist	Position Number: 880-190-0762-041
Incumbent Name: Vacant	Working Title: Environmental Scientist	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R10
Division/Office: San Diego Regional Water Quality Control Board-Region 9		Section/Unit: Healthy Waters Branch/Compliance Assurance Unit
Supervisor's Name: Vacant		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: <i>Tiffany Pace</i>	Date: 04/23/2026

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 and the Regional Board's Practical Vision, 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) is responsible for collecting, compiling, reviewing, analyzing, and communicating information to make compliance determinations using scientific, technical, and adjudicated standards within the Sanitary Sewer Collection System program and across multiple surface and groundwater protection programs throughout the Regional Board's jurisdictional area. The position requires the ability to work independently, communicate effectively, manage multiple tasks, and become proficient in technical, writing, and presentation skills. Daily proficient use of office equipment and the Microsoft Office Suite is required. Field work involving facility and natural site inspections is required as described below.
Essential Functions (Including percentage of time):



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25%	Make compliance determinations by evaluating and integrating information from multiple sources. Review and analyze permits, technical reports, inspection records, correspondence, water quality standards, policies, regulations, and environmental data related to pollution, nuisance, and contamination conditions. Research prevailing industry practices, responsible party information, relevant enforcement actions, and trade industry procedures using databases, geospatial tools, and other available resources. Conduct interviews with internal and external parties in person and through email, video conference, or telephone. Prepare and deliver written and oral presentations for internal settings, such as team meetings and Board proceedings, and external settings, such as workshops, settlement negotiations, and depositions.
20%	Draft and review formal and informal enforcement orders, technical reports, and related procedural documents in support of recommended enforcement actions. Maintain accurate and detailed records in accordance with established policies, procedures, and supervisory direction. Perform administrative support activities, including data entry, preparation of public notices, and website updates. Assist program staff in analyzing evidence, conducting compliance assessments, and developing formal and informal enforcement actions.
20%	Serve as a subject matter expert on the Water Quality Enforcement Policy and Regional Board enforcement priorities and procedures during complex and often sensitive internal and external interactions. Act as the primary point of contact and lead compliance determinations related to waste discharge requirements for sanitary sewer collection systems. Prepare monthly and ad hoc reports on sewage spills, compliance audits, and other findings related to sanitary sewer overflows and their impacts on beneficial uses.
20%	Review progress related to cleanup and corrective actions. Track payments and reports associated with administrative civil liability actions. Oversee development, selection, and progress with Supplemental Environmental Projects and Enhanced Compliance Actions.

Marginal Functions (Including percentage of time):

10%	Conduct site inspections, field investigations, and sample collection activities at a variety of locations and sources. Perform field studies to document environmental impacts and evaluate waste management practices. Inspection and investigation sites may include wastewater treatment plants, land disposal operations, groundwater cleanup sites, agricultural lands, hazardous waste disposal facilities, pesticide storage and application areas, nuclear power plants, other industrial facilities, construction sites, and municipal facilities. Field duties include collecting samples of runoff, water, soil, and waste that may be contaminated, as well as observing the construction, operation, and performance of waste management and monitoring systems. Participation in required health and safety training is mandatory.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:



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The job requires extensive use of a personal computer and the ability to sit/stand at a desk, use a phone, and type on a keyboard for extended periods of time. Ability to lift 30 pounds, bend and reach above shoulders to retrieve files and/or documents. Ability to drive a vehicle. Ability to walk or hike on uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, and while carrying up to 30 lbs., for long periods of time.

Typical Working Conditions:

The position is housed on the second floor of an office building in an enclosed, non-windowed, typical office cubicle in a smoke-free environment. The work schedule is Monday through Friday between the hours of 8am and 5pm. A telework plan is an option based on operational need, individual performance, and office capacity. Mandatory overtime, including evening and weekend work, may be necessary in preparation for Board items and litigation-driven deadlines. 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