



Classification: Senior Environmental Scientist
 Position Number: 880-550-0764-005

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-550-166	Classification Title: Senior Environmental Scientist (Supervisory)	Position Number: 880-550-0764-005
Incumbent Name: Vacant	Working Title: Senior Environmental Scientist (Supervisory)	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: S10
Division/Office: Division of Financial Assistance		Section/Unit: Environmental Section/Clean Water Environmental Review Unit
Supervisor's Name: Ahmad Kashkoli		Supervisor's Classification: Environmental Program Manager I (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: Danielle Klemencic	Date: 4/29/2026

General Statement
Under the direction of an Environmental Program Manager I (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 Senior Environmental Scientist is responsible for supervising, planning, prioritizing, delegating, and managing the Environmental Scientist/Scientific Aid staff (Environmental Review Staff) environmental review of wastewater and/or drinking water projects to ensure consistency and compliance with relevant state and federal environmental laws/regulations/authorities.



Essential Functions (Including percentage of time):

45%	Plan, organize, and direct the Environmental Review Staff in line with directives received from the Environmental Program Manager. Provide direction and oversight for compliance with the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), and other federal environmental cross-cutting laws and authorities for the Clean/Drinking Water State Revolving Fund (SRF) Programs. Perform all duties related to the supervision of the Environmental Review Staff consistent with the State Water Board policies, including assigning projects/tasks, establishing priorities, evaluating staff performance, training staff, reviewing staff correspondence, monitoring staff schedules, approving staff time sheets and absence requests to ensure their completion in a timely manner.
20%	Coordinate and effectively communicate with state and federal agencies to ensure compliance with the CEQA, NEPA, Clean Air Act, Clean Water Act, Endangered Species Act, Section 106 of National Historic Preservation Act, and other pertinent federal and state environmental laws and regulations. Provide directions to the Environmental Review Staff regarding concerns about potential consultation process. Attend meetings with the United States Environmental Protection Agency, Region 9, to report on the State Water Board's environmental compliance with the SRF State Environmental Review Process.
15%	Provide regular updates to the Division management regarding the status of environmental reviews. Coordinate internally and with other Divisions/Offices within the Water Boards to ensure environmental reviews are completed in a streamlined fashion in accordance with state and federal environmental laws and regulations. Attend project meetings to discuss Division's environmental review process and requirements.

Marginal Functions (Including percentage of time):

5%	Develop/update the Division's policies and procedures to ensure compliance with the state and federal environmental review requirements. Attend meetings with legal counsel and other experts in the field of environmental law. Brief Board members and make presentations to the Board and the public.
5%	Manage and update interdepartmental contracts with other state agencies and outside environmental consultants to ensure contracts are within allotted budget. Conduct bill analysis and prepare Budget Change Proposals.
5%	Represent the Division in meetings with local, state, and federal government representatives as well as members of the regulated community. Provide training to staff and other stakeholders (applicants, environmental consultants, local/state/federal agencies, tribes, general public and other interested parties) regarding the Divisions environmental requirements. Travel throughout the State for field visits and meetings.
5%	Perform other duties as required.



Classification: Senior Environmental Scientist
 Position Number: 880-550-0764-005

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents, work in inclement weather and travel in a vehicle or other mode of transportation for up to ten hours. Occasionally, navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 20 pounds, standing/sitting for long periods of time, etc.

Typical Working Conditions:

The incumbent works in a high-rise office building. The work schedule is Monday through Friday. Telework and hybrid workspace options may be available based on operational needs. Travel may be required.

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