



Classification: Environmental Scientist
 Position Number: 880-250-0762-179

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-250-140	Classification Title: Environmental Scientist	Position Number: 880-250-0762-179
Incumbent Name: VACANT	Working Title: Environmental Scientist	Effective Date: April 2026
Tenure: Permanent	Time Base: Full Time	CBID: R10
Division/Office: Division of Water Quality		Section/Unit: Nonpoint Source Unit
Supervisor's Name: Jessica Leonard		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: Kathleen Hill	Date: April 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 incumbent will work as an Environmental Scientist in the Nonpoint Source Unit to carry out nonpoint source pollution control activities statewide through collaboration with the Regional Boards and other state and federal agencies with authorities and responsibilities pertaining to the control of nonpoint source pollution to ensure and improve water quality protection and restoration.	
Essential Functions (Including percentage of time):	
35%	Using scientific knowledge and technical expertise, coordinate with Regional Board staff to assist with development and implementation of a 5-year plan and associated annual workplans to assess and reduce nonpoint source pollution in the state; determine priority areas to focus nonpoint source control activities. Develop outreach materials and provide technical assistance to stakeholders, sister agencies and the public on development of watershed-based plans to



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	reduce nonpoint source pollution. Develop water quality guidelines, policies, plans, and procedures to control nonpoint source pollution and to implement State Water Board nonpoint source pollution programs, including overseeing the preparation of any and all appropriate hearing notices, advertisements, and correspondence.
20%	Assist in the selection, development, and implementation of projects funded with Clean Water Act 319(h) and other sources of funding to support “on-the-ground” projects to implement nonpoint source pollution control. Using sound scientific knowledge and judgment, develop project scope and strategies to identify waters of the state with highest priority or need for funding to improve water quality; review and score grant proposals; prepare Board meeting agenda packages for grant-related authorizations; provide overall project management of assigned funding applications selected for funding; help develop scopes of work for legal grant agreements; ensure effective and timely implementation of projects; review and approve California Environmental Quality Act determinations; manage project files; enter data into databases; review progress reports and invoices; provide implementation oversight and post-construction observation.
10%	Work with inter- and intra-agency nonpoint source related programs (e.g., total maximum daily load, irrigated lands regulatory, forestry and wildfire, monitoring) in the verification and implementation of watershed-based plans consistent with USEPA’s “Handbook for Developing Watershed Plans to Restore and Protect Our Waters” [March 2008]. Identify opportunities for better integration and coordination of public and private sector activities in protecting water quality in working lands.
10%	Using sound scientific knowledge and professional judgment, participate in field inspections, project tours, nonpoint source coordination meetings, and other activities that support the goals of the program, including assessing effectiveness of projects and/or the program, promoting the grant program, and soliciting project applications. Represent the Water Boards in outreach and engagement efforts, including giving presentations, facilitating meetings and workshops, and conducting Tribal consultations. Conduct community and Tribal outreach and engagement, establish and maintain partnerships, and foster open communication for voices from historically underserved and disadvantaged communities, including conducting outreach and analyses and developing findings consistent with Water Code section 13149.2. Conduct programmatic assessments and identify actions to implement the Water Board’s Racial Equity Resolution, Racial Equity Action Plan, Human Right to Water Resolution, and Climate Change Resolution in integrated water resource management. In cooperation with the Communications Office and the Office of Public Participation develop talking points, presentations, and outreach material for members of the media and the public. Clearly convey complex analyses and concepts to diverse audiences and respond to technical and regulatory questions.



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10%	Perform scientific analyses and modelling such as determination of load reductions to measure program effectiveness and report such information to federal information repositories as required under federal law. Perform or assist with quality assurance/quality control tasks for program data. Update and maintain public information sources such as websites and the statewide Grants Portal.
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Marginal Functions (Including percentage of time):

5%	Assist in the development of annual and biennial reports for various State and federal agencies and the public required by the Nonpoint Source Program Plan and other legislative mandates.
5%	Coordinate and participate in quarterly Nonpoint Source Roundtable meetings, monthly teleconference calls, and semi-annual sub-grant agreement program roundtable with the Regional Water Boards, Coastal Commission, and USEPA.
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 15 pounds, bend and reach above shoulders to retrieve files and/or documents. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, over uneven and possibly steep or wet terrain at project sites, standing/sitting for long periods of time, etc.

Typical Working Conditions:

Ability to use a computer keyboard for several hours each day; completed office tasks that require sitting, standing, and navigating to other locations; attend meetings and conference calls; occasionally visit project sites requiring driving vehicle, traveling up to three or more hours each way and sometimes including early mornings and late nights; occasional overnight travel to reach some meeting or field locations; occasional travel of two or more days per month; may have to work in variable temperature gradients. **A valid California Driver's License is required.** This position is required to be in the State Water Resources Control Board office with the option to telework in compliance with the CalEPA telework policy and based on operational needs.

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



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Employee Name	Employee Signature	Date