



Classification: Environmental Scientist  
 Position Number: 880-300-0762-077

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 25-300-149	<b>Classification Title:</b> Environmental Scientist	<b>Position Number:</b> 880-300-0762-077
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Environmental Scientist	<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 Water Rights, SWRCB		<b>Section/Unit:</b> Registrations Unit
<b>Supervisor's Name:</b> Siddharth Sewalia		<b>Supervisor's Classification:</b> Senior Water Resource Control Engineer

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

<b>General Statement</b>
Under the close supervision of a Senior Water Resource Control Engineer 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 will support the Registrations Unit in the Division of Water Rights to perform scientific duties related to the water rights programs. The Environmental Scientist will perform complex and varied assignments related to the processing of water right registrations, and other processes related to administration of the State Water Resources Control Board's (SWRCB) water rights regulatory authority.
<b>Essential Functions (Including percentage of time):</b>



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30%	<p>Perform scientific duties related to the water rights programs of the State Water Board. Conduct or manage the preparation of water rights registration activities for small domestic use registrations, small irrigation use registrations (cannabis and non-cannabis), and livestock use registrations. Analyze situations and take appropriate actions regarding the application of laws, rules, regulations, policies, and requirements of Federal and State authorities. Analyze and evaluate available data on the impacts of water diversions on public trust fishery resources, vegetation, wildlife, potential land uses, and other environmental factors. Provide technical and procedural support for State Water Board workshops, agenda items, and hearings related to water rights administration. Serve as an expert witness in State Water Board or court actions. Maintain accurate information in the appropriate State Water Board databases. Input and review environmental and geospatial data in the State Water Board's database system, California Water Accounting, Tracking, and Reporting System (CALWATRS). Oversee software and database testing and quality control processes to eliminate bugs. Record and track information related to both initial registrations and renewal.</p>
30%	<p>Apply scientific principles to develop recommendations regarding water rights registrations. Prepare well-written technical reports and documents that assess the impacts of existing and proposed water right registrations on the environment, public trust resources, and other lawful users of water. Prepare initial water right registrations, renewals, cancellations, rejections, and revocations for parties diverting water. Review initial registration form submittal and prepare public notice materials. Conduct research of files and property records. Develop or enhance innovative techniques for conducting technical analyses, including the use of remote sensing and aerial imagery analysis, workflow improvement using geospatial software or programming languages, and implementing data science methodologies. Coordinate with registrants and their agents on the preparation and processing of registration filings and related documents. Coordinate with water right holders, agents, consultants, California Department of Fish and Wildlife staff, Regional Water Quality Control Board staff, and any other local, state, or federal agencies regarding the development of project conditions. Conduct environmental research to assist enforcement staff with revocation of registration certificates.</p>



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20%	<p>Function as a project manager for special projects related to work impacting the Petitions, Licensing, and Registration (PLR) Section. Special projects may include but are not limited to communication and outreach projects related to PLR programs, legislative concept design, workload analysis, budget change proposals, rulemaking, process development, and procedure writing. Prepare technical information for public outreach materials. Conduct public outreach and attend meetings with partner agencies and other stakeholders. Provide guidance and training to partner agencies and their staff on water rights issues. Maintain productive and cooperative relations with those contacted in the course of work activities.</p> <p>Develop and track tasks, timelines, and deliverables. Coordinate meetings with appropriate staff. Conduct environmental studies and prepare technical reports. Document processes and revise procedures as needed. Review, check, and interpret technical reports prepared by others, including technical reports pertaining to springs, wells, and surface waters. Evaluate characteristics of water sources to determine permitting authorities. Review California Environmental Quality Act documents and other project planning documents for impacts to water rights.</p>
15%	<p>Analyze legislative bills to advise management on potential impacts. Make recommendations to the Unit Senior and Section Manager regarding new policies, procedures, alternatives, or tools that will aid the efficiency and effectiveness of the Program's work. Formulate, maintain, and refine policies and procedures for the Program. Specific procedures to be developed and maintained include but are not limited to: the Registration Program Manual and Renewal Manual. Assist the other unit in the PLR Section with petition work, help with petition notices and reporting. Conduct precertification field investigations, compliance inspections, and desktop assessments. Collect data in the field using appropriate methods and devices, which may involve the operation of a vehicle to travel to remote locations and traverse uneven terrain for extended periods of time during a working day.</p>
<b>Marginal Functions (Including percentage of time):</b>	
5%	Perform other duties as required.
<b>Typical Physical Conditions/Demands:</b>	
<p>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.</p>	
<b>Typical Working Conditions:</b>	
<p>The incumbent works on the 14th floor of a high-rise office building in downtown Sacramento, 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.</p>	



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<b>Supervisor Statement</b>		
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
Siddharth Sewalia		
Employee Name	Employee Signature	Date