



Classification: Senior Environmental Scientist (Supervisory)
Position Number: 880-120-0764-011

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-120-099	Classification Title: Senior Environmental Scientist (Supervisory)	Position Number: 880-120-0764-011
Incumbent Name: Vacant	Working Title: North Bay and Enforcement Wetland Protection Section Leader	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: S10
Division/Office: San Francisco Bay Regional Water Quality Control Board (Region 2)		Section/Unit: Watershed Management Division / North Bay and Enforcement Wetland Protection
Supervisor's Name: Margaret Monahan		Supervisor's Classification: Supervising Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the general direction of a Supervising 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.
Position Description
The Senior Environmental Scientist (Supervisory) directs the activities of the Division's North Bay and Enforcement Wetland Protection Section. The section consists of technical staff and an analyst responsible for: implementing the Clean Water Act Section 401 Water Quality Certification (WQC) program in the Region's North Bay counties and certain projects in the rest of the region; and implementing related programs, including responding to reports of illicit discharges, and coordinating on certain Total Maximum Daily Load implementation and non-point source activities.

Essential Functions (Including percentage of time):

40%	Manage the 401 WQC program by scoping, planning, tracking, communicating, and revising schedules to ensure workload is completed and deadlines are met. Establish, adapt, and meet milestones and completion dates of assigned tasks and projects. Prepare and revise annually the Region's 401 Certification Workplan, and, as needed, the internal 401 certification procedures. Direct the Water Board's internal 401 Workgroup. Develop and complete training for Division and Regional staff, as appropriate. Complete program reporting to the Regional Board via the monthly Executive Officer's Report. Participate in meetings with permittees, other stakeholders, the Water Boards, and others. Prepare and review scientific written materials such as letters, reports, memos, presentations, and draft policies. Oversee, facilitate, and provide technical and policy advice on the setting of priorities and revisions to regional, statewide, and federal policies for the discharge of fill into State and federal waters, and for permitting approaches responsive to climate change and anticipated sea level rise. Use scientific methods and principles in reviewing draft WQCs under Section 401 of the Clean Water Act, and draft Waste Discharge Requirements (WDRs) under the Porter-Cologne Act related to dredge or fill of streams, wetlands, and other waters, and assisting staff with review of WQC applications and Reports of Waste Discharge for creek and wetland fill. Perform detailed scientific technical review of the applications for impact avoidance and minimization to beneficial uses of streams and wetlands including wildlife habitats, fish spawning, fish migration and endangered species protection. Track staff workloads, coordinate with staff on permitting, database entry, and related issues to ensure timely and effective permitting of WQC applications, and coordinate with the Water Board's WQC program section lead to ensure consistency and effective program implementation. Review and edit staff work products. Participate in statewide roundtable meetings, Water Board meetings, stakeholder and field meetings, and related work.
25%	Supervise, plan, organize, and direct the work of the section, including preparing individual work plans, training staff, providing day-to-day guidance, reviewing completed work, participating in meetings with stakeholders, and preparing items for Board action. Ensure work products are completed in a timely manner. Conduct site inspections, attend in and out-of-office meetings, review permit applications and relevant policies, case laws, and gray literature. Review staff work products, participate in regular meetings with the Division Manager, Executive Management, Board Members, and others. Participate in Board meetings and prepare key work products to augment staff work. Provide status of tasks or projects, share technical and regulatory information, seek input, and facilitate and support decisions. Complete periodic program reporting to their Division Manager, Executive Management, and the Board.
25%	Coordinate the Region's 401 WQC and related WDR activities with the Division Manager, State Water Resources Control Board, U.S. EPA, U.S. Army Corps of Engineers, other involved agencies, dischargers, other regions, and other divisions within the San Francisco Bay Region. Participate in the 401 Certification Roundtable and in other statewide program



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	forums. Represent the Regional Board at meetings of public agencies, respond to public inquiries, participate at regional conferences, and promote outreach on regulations and permitting approaches for the regulation of stormwater pollutants. Work collaboratively in groups internally and with external stakeholders to develop technical, regulatory, and procedural recommendations for projects and issues related to expertise and assignments. Coordinate with stakeholders on permits and work consistent with the State Water Board's racial equity resolution, the Water Board's Strategic Workplan, and related actions.
Marginal Functions (Including percentage of time):	
5%	Perform administrative work associated with this position, including performance evaluations, oversight of time tracking, mandatory training, and output reporting.
5%	Perform other duties as required.
Typical Physical Conditions/Demands:	
The job requires extensive use of an agency-provided personal computer and the ability to sit/stand at a desk, communicate regularly through Microsoft Teams, and type on a keyboard for extended periods of time. The job requires the ability to navigate a wide range of field conditions for compliance inspections, including open-space areas, residential developments, and construction sites.	
Typical Working Conditions:	
The standard 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
Vacant		
Employee Name	Employee Signature	Date