



Classification: Environmental Scientist
 Position Number: 880-462-0762-001

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-462-009	Classification Title: Environmental Scientist	Position Number: 880-462-0762-001
Incumbent Name: Vacant	Working Title: Environmental Scientist	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R10
Division/Office: Division of Drinking Water / Southern California Field Operations Branch		Section/Unit: South East Section-Section VI / Mojave District
Supervisor's Name: Hector Cazares		Supervisor's Classification: Senior Water Resource Control Engineer (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: <i>[Signature]</i>	Date: 06/02/2026

General Statement
Under the close supervision of a Senior Water Resource Control Engineer (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 Environmental Scientist (ES) will perform a variety of professional regulatory oversight tasks related to potable water supply, treatment, and water quality. This includes tracking water quality monitoring and reporting compliance using various computer databases to evaluate data against drinking water standards and reporting requirements. The ES will also conduct routine sanitary surveys of public groundwater systems, prepare draft inspection and technical reports for review, and process permit applications for small water system construction and modifications. In this role, effective communication and the ability to work independently are essential, as the ES manages multiple tasks while maintaining regular attendance. Proficiency in using office equipment and the Microsoft Office Suite on a daily basis is required. Developing and maintaining expertise in relevant areas is crucial to ensure assignments are completed promptly and in accordance with departmental policies.



Essential Functions (Including percentage of time):	
30%	Utilizes various computer databases to track water quality monitoring and reporting compliance. Evaluates water quality data for compliance with drinking water standards, as well as monitoring and reporting requirements. Routinely prepares reports from the various databases to streamline compliance determinations and notify public water systems of the Division of Drinking Water's (Division) compliance determinations. Prepares water quality reminder letters to assist public water systems in remaining in compliance with regulatory requirements
20%	Conducts routine sanitary surveys of less complex public groundwater systems under the jurisdiction of the Division and prepares draft inspection reports and draft permit technical reports that document compliance with the drinking water standards and laws for review and signature by the Senior Water Resource Control Engineer. These activities will include field investigations.
10%	Reviews and prepares reports on permit requests for construction or modification of small public water system sources, distribution and collection facilities, and other related construction activities. Provides guidance to small water systems, reviews requests and processes permit applications for less complex public groundwater systems, excluding plans and specifications review. Assists in writing and preparing permits.
10%	Provides technical assistance to public water systems on water quality issues, operational issues, as well as capacity development.
10%	Manages water systems inventory, contacts, treatment, and enforcement data in Safe Drinking Water Information System (SDWIS), and other electronic databases. Data changes are identified and inputted into the databases by reviewing correspondence, technical reports, Annual Reports to the Drinking Water Program, and errors identified by the SDWIS error reports.
10%	Conducts enforcement activities to bring small public water systems into compliance with applicable laws, regulations, and permit provisions. Drafts enforcement letters, citations, and compliance orders for the Senior Water Resource Control Engineer's review. Tracks compliance dates and takes necessary follow-up action to ensure small water systems are complying with the Division's directives.
Marginal Functions (Including percentage of time):	
5%	Assists in conducting investigations of water quality problems such as those resulting from chemical or bacteriological contamination of public water supplies. Assists with other related activities as assigned.
5%	Perform other duties as required.



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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. Fieldwork may involve navigating various terrains, potentially climbing structures, and standing for extended periods of time.

Typical Working Conditions:

The incumbent works in a state owned or leased facility, 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. Collaboration with field operation branch staff will require in-office participation with local staff at least twice a week.

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