

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Environmental Scientist		DWR POSITION NUMBER 3320-0762-900	SAP POSITION NUMBER 50093831	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DOE/PMD/PMB/Environmental Coordination	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☒ Rank and File BU: R10				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Gina Radieva	SUPERVISOR'S CLASSIFICATION Sr. Environmental Scientist (Supervisory)	
APPROVED BY (Personnel Analyst's Name) Taylor Marshall			DATE 06/23/2026	
<i>Percent of Time</i>	<i>Activity</i>			
45%	POSITION SUMMARY Under direction of the Senior Environmental Scientist (Supervisory), the incumbent serves as an environmental coordinator for the Environmental Coordination Section (ECS) in the Project Management Branch. ESSENTIAL FUNCTIONS The incumbent is required to have a broad knowledge of environmental laws and regulations (i.e., the Federal Endangered Species Act, the California Endangered Species Act, the California Environmental Quality Act [CEQA], the National Environmental Policy Act, the Migratory Bird Treaty Act, etc.) and an understanding of the administrative processes of regulatory agencies to effectively comply with and integrate such laws, regulations, and policies with the Department of Water Resources' (DWR) environmental stewardship goals. This position requires a practical working knowledge of the Division of Engineering's (DOE) design and construction standards and specifications to provide technical environmental support services to the various DOE design branches. This position requires that the incumbent work cooperatively with others in a team environment and maintain consistent, predictable attendance. The essential functions and responsibilities of this position are as follows: Provide environmental coordination and compliance support for DOE's public works projects. Perform environmental compliance monitoring to ensure that work is performed in compliance with environmental laws, rules, regulations, permits, and the environmental provisions of the contract plans and specifications. Review and provide comments to the construction contractor's Storm Water Pollution Prevention Plan (SWPPP). Coordinate with project teams including lead environmental scientist, DWR's design staff, construction staff, and environmental consultants to ensure that any environmental issues that arise are resolved effectively and expeditiously. Review and provide comments to contractor correspondence and Requests for Information (RFIs) concerning environmental issues. Provide environmental training for DWR's staff and construction contractors to further compliance with environmental laws/regulations and policies. Attend job			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Gina Radieva		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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40%	walks and construction meetings and report any environmental issues to be addressed. May need to travel to various project sites throughout the State using a pick-up truck, or other vehicles, to survey project site conditions relative to environmental impact concerns. Incumbent may need to travel to remote areas often in rugged terrain. Incorporate environmental laws, regulations, and policies into practical designs and procedures for DOE's public works projects and associated activities. Provide field support services for activities performed by DOE including feasibility studies, biological surveys, constraint assessments, and clearances. Act as liaison between DOE staff and consultants and various regulatory agencies, other Divisions or Offices, and clients with direction from senior staff. Document DWR's compliance with applicable environmental rules and regulations through memos, reports to regulatory agencies, and environmental clearance documents. Prepare draft documents and perform tasks related to obtaining environmental permits and/or compliance with CEQA. Review environmental documents and permits for inclusion and integration into plans and specifications for public works contracts. Verify that all required environmental permits are in place at the time of advertisement. Incorporate applicable environmental rules, regulations, permit and CEQA measures into the contract plans and specifications. Review CEQA documents to ensure that projects may not affect planned or ongoing DOE projects.			
10%	Assist with managing and administering contracts and/or task orders for environmental technical support and other services for specific programs or projects. Assist with developing and reviewing amendments and consultant task orders. Track consultant deliverables to ensure that consultants' work is on time, within scope and budget, and of the quality needed to meet the project or program objectives. Review consultant invoices for accuracy and make recommendations for payment or coordinate with consultants to correct deficiencies.			
5%	Prepare accurate timesheets using DWR's self-entry program, vehicle reports for any state vehicle used or assigned to the incumbent, and any personal expense reports as necessary using the CalATERS Global program. Participate in various inter- and intra- agency groups, committees, task forces, etc. Maintain professional qualifications through training, conferences, and workshops. Perform other duties as required within the scope of knowledge and abilities expected of an Environmental Scientist. OTHER RESPONSIBILITIES This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during governor declared emergencies, flood, dam, State Water Project (SWP)SWP, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as California Office of Emergency Services (Cal OES) and Federal Emergency Management Agency (FEMA) in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its			

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	emergency preparedness, response, recover, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders. DIVERSITY, EQUITY, AND INCLUSION All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. SPECIAL REQUIREMENTS Must have the ability to communicate orally and in writing. Must have a basic understanding of a personal computer and the ability to learn and operate new software programs. Must possess a valid California driver's license when conducting State business that requires driving a vehicle. May involve driving a pick-up truck or 4-wheel drive vehicle and traveling to remote areas often in rugged terrain areas. May need to travel to various project sites throughout the State as necessary to survey project site conditions relative to environmental impact concerns, and land restoration to understand the special requirements of the project site. Environmental site surveys may require moving in hot and cold climatic conditions in steep rocky and brushy conditions in remote locations. The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.			