



Classification: Senior Environmental Scientist Supervisory
Position Number: 880-300-0764-010

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-300-008	Classification Title: Senior Environmental Scientist (Supervisory)	Position Number: 880-300-0764-010
Incumbent Name: Vacant	Working Title: Senior Environmental Scientist (Supervisory)	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: S10
Division/Office: Division of Water Rights		Section/Unit: Hearings and Special Projects Section
Supervisor's Name: Conny Mitterhofer		Supervisor's Classification: Supervising Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval: <i>Rebecca Ramirez</i>	Date:

General Statement
Under the supervision 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
This position offers a unique and challenging opportunity to serve as a technical and multi-disciplinary team lead for the development and implementation of a wide variety of long-term initiatives, projects, and programs designed to assist with complex and controversial water right hearings and adjudicatory proceedings as well as permitting actions before the State Water Board and to improve the efficiency and efficacy of the State Water Board's Division of Water Rights' drought planning and management actions.



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Essential Functions (Including percentage of time):

35%	Supervise, oversee, and assist Hearings and Special Projects Unit staff with the planning, organization, implementation, coordination, and oversight of water right and water quality hearings, public workshops, and adjudicatory proceedings before the State Water Resources Control Board. Assemble and oversee interdisciplinary hearing teams including science and engineering staff, Division of Water Rights management, and attorneys from the Office of Chief Counsel; oversee the planning and organization of all elements necessary for the orderly conduct of hearings, workshops, and adjudicatory proceedings, including hearing facilities, court reporter services, etc. Prepare or supervise the preparation and review of water quality and water right orders, decisions, and related documentation produced in connection with hearings, field investigations, and adjudicatory proceedings, and coordinate the adoption of such documents by the State Water Board and the courts; this includes reports prepared by staff or consultants to comply with the Water Code, California Environmental Quality Act, and Public Trust Doctrine. Supervise, direct, and review the work of Hearings and Special Projects Unit staff to ensure procedural compliance with appropriate sections of the Water Code and Title 23 of the California Code of Regulations. This work includes but is not limited to participation in pre-hearing field investigations of surface and groundwater quality and quantity; preparation of all appropriate hearing notices, advertisements, and correspondence; consultation and coordination with hearing team members, hearing parties, and hearing officers; and follow through on all post-hearing activities.
30%	Supervise, oversee, and assist Hearings and Special Projects Unit staff with special projects and assignments in support of various programs, initiatives, and efforts within the Division of Water Rights. Oversee and participate in the processing of sensitive, complex, and high priority water right applications and petitions involving the evaluation of water availability and the assessment of instream flow needs and impacts on fish and wildlife, other legal users of water, and the public interest pursuant to the Water Code, Title 23 of the California Code of Regulations, California Environmental Quality Act, and Public Trust Doctrine. Oversee and participate in the development of analytical tools, technical staff reports, informational resources, policies, regulations, and other work products in support of the Division of Water Rights' permitting, petition, registration, enforcement, and Bay-Delta programs as needed. Oversee and participate in desktop and field investigation teams charged with the evaluation and characterization of water rights and water right claims subject to adjudicatory proceedings. Prepare reports of investigation that describe observed water diversion and use facilities and operations; findings regarding the scope, validity, and priority of associated water right claims; and staff recommendations for State Water Board action. Draft correspondence to water right holders and claimants regarding the outcome of all investigations and related staff findings and recommendations. Prepare written testimony and exhibits and appear as an expert witness before the State Water Board on the preliminary Order of Determination. Work with consultant teams and partner fish and wildlife agencies to evaluate instream flow needs and develop waterbody-specific instream flow criteria for the protection of fish, wildlife and other public trust resources as part of adjudicatory proceedings. Prepare and review associated field investigation reports and assessments of instream flow needs. Review and evaluate minimum flow recommendations from the California Department of Fish and Wildlife (CDFW), National



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	Marine Fisheries Service (NMFS), and other parties. Coordinate with staff from CDFW, NMFS and other agencies on the implementation of minimum flow criteria mandated by State Water Board order and court decree.
20%	Supervise, oversee, and assist Hearings and Special Projects Unit and Drought Planning Unit staff with the completion of a wide range of tasks and assignments related to planning for and managing periodic drought conditions. Oversee and participate in the development and implementation of analytical and data visualization tools and methodologies for drought planning and management such as the development of water availability models in targeted stream systems and the visualization of resulting supply and demand projections using Microsoft Power BI, ArcGIS, and other comparable software. Oversee and participate in the development and implementation of State Water Board policies, regulations, resolutions, orders and decisions for water availability analyses, water right curtailment, minimum instream flow requirements, and other drought-related topics. Oversee and participate in the preparation of critical drought communications and outreach materials. Work with the State Water Boards' Communications Office to increase communications and stakeholder engagement for drought planning and response actions including but not limited to providing early notification of dry-year conditions and potential water shortages; coordinating Division of Water Rights roll-out of technical tools and methodologies for stakeholders and the public; managing stakeholder engagement and comments on Division of Water Rights processes, permits, and curtailment actions; organizing, staging and attending meetings, workshops and webinars; assisting in preparation and distribution of written materials (fact sheets, drought action websites, etc); and facilitating collaborative alternatives (e.g., dry year plans or voluntary agreements) to watershed-specific curtailments.
10%	Perform various administrative tasks associated with the direct supervision of Hearings Unit staff, including but not limited to employee performance evaluations, staff training and development, review and approval of timesheets and other administrative submittals, and regular participation in staff and management meetings. Develop workplans that include cost estimates for hearings and any statutory, court-referenced, or groundwater adjudications. Prepare budgetary information relating to water rights, water quality, and environmental tasks performed by Hearings and Special Projects staff. Prepare legislative bill analyses and other duties related to the Hearings and Special Projects Unit work activities as required.
Marginal Functions (Including percentage of time):	
5%	Perform other duties as required.
Typical Physical Conditions/Demands:	
Extensive use of a personal computer and the ability to sit/stand at desk for long periods of time, utilize a phone, and type on a keyboard for extended periods of time during core office hours. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. Moving about the office and standing or sitting during in person meetings.	



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Typical Working Conditions:

The incumbent on 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.

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