



Classification: Environmental Scientist
Position Number: 880-110-0762-067

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-110-004	Classification Title: Environmental Scientist	Position Number: 880-110-0762-067
Incumbent Name: Vacant	Working Title: Environmental Scientist	Effective Date: TBD
Tenure: Permanent	Time Base: Full time	CBID: R10
Division/Office: North Coast Regional Water Quality Control Board/Santa Rosa Office		Section/Unit: Southern Surface Water Protection Unit
Supervisor's Name: Gil Falcone		Supervisor's Classification: Senior Environmental Scientist Supervisor

Human Resources Use Only:

HR Analyst Approval: *Tammy Putnam*

Date: 8/16/26

General Statement:

This class is the entry, intermediate working, and journey level of the series. Range A is the entry and first working level of the class. Under the close supervision of a Senior Environmental Scientist (Supervisor), 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 input when completing work assignments.

Position Description:

This Environmental Scientist (ES) position will work exclusively on Caltrans and Caltrans-related projects. The ES is responsible for: review of permit applications and proposed actions; verification of wetland and waters delineations and making jurisdictional determinations; drafting permits, letters and notices; and investigating complaints and implementing enforcement actions, by phone, e-mail, mail, Teams, and in person. The ES is required to work independently, check in regularly with their Supervisor, communicate effectively, manage multiple tasks, and become proficient in and comply with all Surface Water Protection Unit duties and responsibilities. Although the position is supervised by the Senior Environmental Scientist for the Southern Surface Water Protection Unit, the staff may be responsible for conducting duties across the entire North Coast Region.



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Essential Functions (Including percentage of time):

40%	Review proposed Caltrans projects that may affect waters of the State in a timely manner and ensure compliance with the requirements of the Water Quality Control Plan for the North Coast Region (Basin Plan), the Porter-Cologne Water Quality Control Act, the Federal Clean Water Act, and the California Environmental Quality Act (CEQA) including avoidance, minimization and mitigation measures. Conduct wetland and waters assessments, delineation verifications and jurisdictional determinations. Prepare Public Notices, Clean Water Action Section 401 water quality certifications, and/or waste discharge requirements (WDRs) for project compliance with all regulatory requirements. Develop permits for a range of different project types, including but not limited to: road construction; stream crossing installation/upgrade/removal; bridge and culvert replacement and maintenance; channel and bank stabilization; aquatic habitat restoration and mitigation; invasive species removal; riparian zone enhancement; geotechnical investigation; wildfire impacted transportation structure maintenance; or replacement and enforcement requirements. Using scientific analysis methods, research and review project information to assess discharge impacts on water quality in order to develop effective permit requirements. Review and respond to application requests, meeting all regulatory requirements. Evaluate and comment on low impact development/stormwater treatment proposals. Coordinate with federal, state, and local agencies. Maintain information management through electronic record-keeping of dredge and fill impacts, mitigation requirements, compliance and other information, within the appropriate databases. Maintain all pertinent records. Evaluate and execute the Program's regulatory program to protect and enhance water quality. The ES will strive to meet Caltrans requested deadlines when regulatory requirements are met.
30%	Apply scientific methods and principles to site inspections and field investigations including jurisdictional determinations and impact assessments. Conduct site investigations to evaluate the effectiveness of project design measures and construction best management practices (BMPs) for water quality protection, including erosion and sediment control, wetland and riparian area site protection, and endangered species protection. Conduct field investigations to review and evaluate project environmental impacts and mitigation and monitoring plans. Perform various field tasks: observe construction practices; evaluate BMP effectiveness; and apply scientific wetland and stream assessment methods and delineation verification at impact site, and mitigation sites to verify that lost functions are replaced. Collect samples of runoff, water, soil, and waste that has been contaminated with pollutants.



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15%	Review complaints from the public or other agencies and conduct follow-up actions to address threatened or existing nonpoint source pollution sources. Coordinate with Regional Board Enforcement Unit to ensure appropriate action is taken. Outreach to landowners, complainants, agencies, or other stakeholders. Coordinate and participate in complaint field inspections of waters of the state.; Complete field inspection documentation including jurisdictional determinations of waters of the state and written reports; identify waters of the state and make jurisdictional determinations; develop notices of violation and progressive enforcement actions.
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Marginal Functions (Including percentage of time):

10%	Participate and communicate effectively on various technical and interagency committees, including those directly related to permitting activities and those related to broader programmatic permitting issues and research. Schedule and conduct pre-filing meetings. Prepare effective presentation materials and make logical, comprehensible, and convincing written and oral presentations at public hearings and other meetings. Represent the Regional Water Board policies before the general public, Caltrans, special interest groups, technical committees, and governmental agencies, in the review of the 401 Water Quality Certification and/or waste discharge permit projects and in review of other related. Act in a capacity as necessary to fulfill the unit's responsibilities to office management and administrative staff with respect to providing timely responses to internal and external customers.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to work at a desk and utilize a phone, camera, and type on a keyboard for extended periods of time. Ability to lift 15 pounds to retrieve files and/or documents. Navigate uneven, rugged terrain for extended periods of time in extreme temperatures throughout the workday. Work within streams, wetlands, and other aquatic environments. Carry up to 30 lbs, stand/sit for long periods of time, and travel independently for up to 8 hours to project sites.

Typical Working Conditions:

The incumbent works in a single-story office building in Santa Rosa, CA, in an enclosed, non-windowed office cubicle, in a smoke-free environment, with the possibility of a limited hybrid schedule that includes some remote home office work and periodic fieldwork. The work schedule is Monday through Friday. Travel and overnight stays may be required within the state driving up to 8 hours in a day. Fieldwork can occur in urban and remote areas within the North Coast Region.

Supervisor Statement



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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