



Classification: Senior Environmental Scientist (Specialist)
Position Number: 880-170-0765-002

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 26-170-013	Classification Title: Senior Environmental Scientist (Specialist)	Position Number: 880-170-0765-002
Incumbent Name: VACANT	Working Title: Senior Environmental Scientist (Specialist)	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R10
Division/Office: Colorado River Basin Regional Water Quality Control Board		Section/Unit: Executive
Supervisor's Name: Kai Dunn		Supervisor's Classification: Assistant Executive Officer/CEA

Human Resources Use Only:

HR Analyst Approval: *Rebecca Ramirez*

Date:

General Statement

Under the general direction of an Assistant Executive Officer/CEA 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 (Specialist) uses scientific expertise and project management skills to perform water quality analysis in assigned areas of responsibility. The Specialist also oversees the cases, tracking discharger progress toward achieving compliance with the stipulated requirements. Works cooperatively with and is responsive to federal, state, and local governmental agencies and the public.



Classification: Senior Environmental Scientist (Specialist)
Position Number: 880-170-0765-002

Essential Functions (Including percentage of time):

40%	Apply scientific calculations and/or principles to review and evaluate technical data. Conduct scientific analysis on the physical, biological, and chemical factors relating to the control of water pollution and quality, and the management of surface and ground water. Review and evaluate Self-Monitoring Reports and other technical reports submitted pursuant to National Pollutant Discharge Elimination System permits, State Board's Sanitary Sewer System, Waste Discharge Requirements, Dredged and Fill Impacted on waters of the US (under 401 Water Quality Certification) and waters of the state (under Waste Discharge Requirements) and other Regional Water Board orders. Identify and investigate violations of the California Water Code, Clean Water Act, and permit requirements. Prepare informal and formal enforcement actions including Administrative Civil Liabilities, Cease and Desist Orders, Cleanup and Abatement Orders, Settlement Agreements, etc. to address the violations.
25%	Serve as the alternate Enforcement Coordinator for the Regional Board. Duties include tracking compliance and enforcement status of regulated facilities; development of enforcement actions (Notices of Violation, Investigative Orders), development of case referrals to the attorney general and other prosecutorial agencies, development of case settlement agreements, and development and/or evaluation of supplemental environmental projects. Work closely with other regional programs to facilitate the identification and case development of enforcement cases with complex issues. Participate in enforcement roundtables and serve as the enforcement liaison with the Office of Enforcement.

Marginal Functions (Including percentage of time):

10%	Serves as the Regional Board point of contact for reports of spills and complaints. Triage the reports and works with relevant program staff to evaluate the incident and ensures that an appropriate response is taken. Tracks status of spills and complaints and ensures databases are maintained. Conducts inspections of spills and complaints independently or in conjunction with program staff.
10%	Schedule and attend meetings with dischargers and other governmental agencies. Investigate and monitor situations related to public complaints and inquiries. Conduct public outreach and education. Prepare and deliver effective presentations to the Board and to the public, as required.
10%	Manage and prepare periodic updates to the Regional Water Board's Supplemental Environmental Projects (SEPs). Schedule and attend meetings with SEP Proponents. Act as part of the Region's Prosecution Team to assist in developing and negotiating penalties and SEPs with dischargers.
5%	Perform other duties as required.



Classification: Senior Environmental Scientist (Specialist)
Position Number: 880-170-0765-002

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a keyboard for extended periods of time. Ability to lift and carry 25 pounds if needed to assist with sample collection, handling, and shipment, and retrieve files and/or documents. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday.

Typical Working Conditions:

The incumbent is office based and works on the 1st floor of a single-story office building in Palm Desert. The office space is an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during the year end closing process or when the department is mission tasked. 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