



Classification: Environmental Scientist
Position Number: 880-140-0762-XXX

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-140-009	Classification Title: Environmental Scientist	Position Number: 880-140-0762-XXX
Incumbent Name: Vacant	Working Title: Environmental Scientist	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R10
Division/Office: Los Angeles Regional Water Quality Control Board – Region 4		Section/Unit: Wetland and Riparian Protection Unit
Supervisor's Name: Aditya Sood		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:

HR Analyst Approval: *Tammy Putnam*

Date: 9/1/2026

General Statement

Under the close supervision of a Senior Environmental Scientist (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 performs critical work in the Clean Water Act (CWA) Section 401 Certification and Waste Discharge Requirements Program. The Environmental Scientist plans, organizes, and is responsible for the timely completion of work and submittal of satisfactory products to develop and manage Dredge or Fill permits for the Los Angeles Region, and assist in enforcement as required. The Environmental Scientist is required to work independently, communicate effectively, and manage multiple tasks. Daily proficient utilization of office equipment and the Microsoft Office Suite is required. The Environmental Scientist is required to regularly perform site inspections.



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Essential Functions (Including percentage of time):

50%	Using scientific methods and principles, and in accordance with Water Board plans, policies and procedures, perform tasks necessary to regulate Dredge and Fill discharges to state waters. Review applications for Dredge or Fill permits for accuracy, completeness, and consistency with statutory, regulatory, and other policy requirements. Review information which may include California Environmental Quality Act (CEQA) documents, biological surveys, California Rapid Assessment Method (CRAM) assessments, wetland delineations, and mitigation and monitoring proposals. Work cooperatively with applicants to obtain a complete permit application in a timely manner. Coordinate with the U.S. Army Corps of Engineers and the California Department of Fish and Wildlife staff in conducting site inspections and in the review and processing of project applications. Develop and recommend conditions and mitigation and monitoring requirements. Draft enforceable permits or certifications for Dredge and Fill activities as needed to ensure projects will not exceed water quality objectives and will be implemented in accordance with relevant requirements.
15%	Manage active permits. Respond to requests from permittees. Review submitted reports and conduct field inspections as needed to determine compliance with Dredge or Fill permits. Perform compliance monitoring of Best Management Practices (BMPs), mitigation/restoration, and related conditions required by Dredge or Fill permits. Employ standard field safety practices when traveling and working outside the office. Prepare inspection reports.
15%	Assist management and the Enforcement Section with enforcement activities by attending meetings, developing Notices to Comply, Notices of Violation, and Administrative Civil Liability documents, and participating in Board presentations and related enforcement actions.
15%	Maintain program databases and filing systems in accordance with internal procedures. Perform administrative tasks as assigned. Prepare draft and final reports and develop technical correspondence. Provide technical assistance to the Board and staff, including conducting analyses of project impacts on water resources and aquatic biodiversity within affected catchments, as directed by the Senior Environmental Scientist. Participate in technical and coordination meetings, including roundtable meetings with state and Regional Water Board staff, complete job-related and job-required training as needed, and respond to customer service inquiries.

Marginal Functions (Including percentage of time):



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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 desk, utilize a phone and a keyboard for extended periods of time. Bend and reach above shoulders to retrieve files and/or documents. Need to be able to navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday.

Typical Working Conditions:

The incumbent works on the 2nd floor of a high-rise office building in downtown Los Angeles in an office cubicle in a smoke-free environment. The work schedule is Monday through Friday. The incumbent may partially telework based on Unit needs and agency policies. 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