



Classification: Environmental Scientist
Position Number: 880-140-0762-072

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-140-024	Classification Title: Environmental Scientist	Position Number: 880-140-0762-072
Incumbent Name: VACANT	Working Title: Environmental Scientist	Effective Date:
Tenure: Permanent	Time Base: Full time	CBID: R10
Division/Office: Surface Water Division / Los Angeles Regional Water Quality Control Board		Section/Unit: Regional Programs / Municipal Stormwater Permitting Unit
Supervisor's Name: Erum Razzak		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the supervision of the 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 Municipal Stormwater Permitting Unit. In accordance with stormwater regulations, law, and policy, the Environmental Scientist is responsible for developing and managing Municipal Separate Storm Sewer System (MS4) permits. The Environmental Scientist is required to work independently and with a team depending on the task, communicate effectively, manage multiple tasks, apply good judgement, maintain professionalism, and complete satisfactory work in a timely manner. Daily proficient utilization of office equipment and the Microsoft Office Suite is required. The Environmental Scientist may occasionally be required to perform site inspections.



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Essential Functions (Including percentage of time):

40%	Assists in the development and implementation of Waste Discharge Requirements (WDR) and National Pollutant Discharge Elimination System (NPDES) permits for MS4 discharges. Assists in the writing of MS4 permit requirements based on sound scientific principles. Assists with the preparation of presentations to the Board and to the public. Presents to the Board and to the public, as required. Prepares the administrative record, which will contain the scientific and technical rationale for the recommended action or decision, and other documentation for administrative and judicial review of Regional Board actions. Schedules and attends meetings with dischargers, governmental agencies, and the public. Reviews and evaluates permit implementation plans and prepares correspondence for dischargers and the public.
20%	Investigates and monitors situations related to implementation, public complaints, and inquiries. Assists in the organization and execution of field and facility investigations. Participates in inspections of industrial, construction, and municipal facilities, and uses scientific judgement, to ensure adequate compliance with MS4 permits. Prepare inspection reports and enforcement orders for follow-up corrective actions. Assists in the preparation of enforcement actions for permit and Water Code violations.
20%	Tracks MS4 permit implementation by employing scientific principles, including chemistry, biology, and watershed hydrology. Reviews and evaluates storm water quality, receiving water quality, and other hydrologic and technical data. Conducts preliminary environmental analysis, research, surveys, and investigations, and summarizes compliance data submitted to the Regional Board. Prepare technical reports.
15%	Assists in developing and implementing integrated strategies to address storm water pollution. Coordinates permit implementation with the NPDES, TMDL, Wetland and Riparian Protection, Water Resiliency, and Enforcement programs and with other local, State and Federal agencies.

Marginal Functions (Including percentage of time):

5%	Performs other assigned duties not described above, but within range of knowledge and abilities expected of an Environmental Scientist.
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Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to stay in a stationary position at a desk, utilize a phone, and type on a keyboard for extended periods of time. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday.

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Typical Working Conditions:



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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 depending on Unit needs and in-office requirements. 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