



Classification: Environmental Scientist
Position Number: 880-250-0762-252

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-250-014	Classification Title: Environmental Scientist	Position Number: 880-250-0762-252
Incumbent Name: VACANT	Working Title: Environmental Scientist	Effective Date: July 2026
Tenure: Permanent	Time Base: Full Time	CBID: R10
Division/Office: Division of Water Quality		Section/Unit: Sustainable Water Plans and Policies II Section Recycled Water and Desalination Unit
Supervisor's Name: Laura McLellan		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:

HR Analyst Approval: *Kathleen Hill*

Date: 09/18/2026

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

As part of an interdisciplinary team, the Environmental Scientist develops and implements statewide policy, conducts data analyses and provides technical evaluations to support the implementation of recycled water and desalinated brackish groundwater as water supplies for California communities building resilience to adapt to California's changing climate.

Essential Functions (Including percentage of time):

30%	Use scientific principles to develop and implement water quality control plans, policies, permits, and implementation plans to advance alternative water supplies such as recycled water and brackish groundwater desalination. Act as lead for specific tasks or projects and develop technical and policy recommendations. Prepare documents for water quality planning processes such as California Environmental Quality Act (CEQA) documents, economic
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	analyses, public notices, and briefing documents with policy options and staff recommendations. Prepare correspondence, responses to public comments, webpage content, and administrative records. Serve as the project manager for projects such as third-party scientific peer reviews, science advisory panels, grants, and contracts.
25%	Serve as a liaison and project coordinator for the Division of Water Quality to coordinate with other Water Boards programs (e.g., Division of Drinking Water, Office of Research Planning and Performance, regional water boards) and other state and federal agencies to ensure consistent development and implementation of water supply and water quality policies. Support regional water board staff to perform permit reviews, renewals, amend notices of applicability, approve additional use areas, and facilitate new permit enrollments in coordination with the Division of Drinking Water. Support program activities in the Sustainable Water Plans and Policies II Section including projects and activities to reduce nonpoint source pollution, reduce barriers to the capture and use of stormwater, and promote the use of alternative water supplies consistent with the Governor's 2022 Water Supply Strategy and 2020 Water Resilience Portfolio.
25%	Provide technical expertise on projects in the Unit. Keep apprised of the latest applicable science regarding recycled water, water reuse, brine management, wastewater treatment, public perception, desalination technologies, and other related information. Apply scientific methods and principles to: compile, organize, analyze, and synthesize data and technical information; summarize findings and recommendations in various media (e.g., briefing documents, fact sheets, technical reports, presentations). Use project management skills to plan, organize, and complete tasks, such as developing project charters, schedules, communication plans, and technical documents. Develop, manage, and oversee completion of grants and contracts to support Unit objectives.
10%	Take a lead role in preparing for and facilitating meetings and consultations, including with executive management, regional water boards, other local, state, and federal agencies, Tribes, academics, industry, and members of the public. Develop and give public presentations and briefings. Represent the Water Boards in outreach and engagement efforts, including giving presentations, facilitating meetings and workshops, and conducting Tribal consultations. Conduct equitable community and Tribal outreach and engagement, establish and maintain partnerships, and foster open communication for voices from historically underserved and disadvantaged communities, including conducting outreach and analyses and developing findings consistent with Water Code section 13149.2. Conduct programmatic assessments and identify actions to implement the Water Board's Racial Equity Resolution, Racial Equity Action Plan, Human Right to Water Resolution, and Climate Change Resolution in integrated water resource management. In cooperation with the Communications Office and the Office of Public Engagement, Equity, and Tribal Affairs, develop talking points, presentations, and outreach material for members of the media and the public. Clearly convey complex analyses and concepts to diverse audiences and respond to technical and regulatory questions.



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Marginal Functions (Including percentage of time):

5%	Track legislative updates and prepare analyses for bills. Prepare and respond to inquiries regarding budget change proposals. Consult with the Office of the Chief Counsel and provide advice to staff and management on the preparation of administrative records for review by the Office of Administrative Law and for petitions submitted to the State Water Board. Analyze proposed legislation that may affect the programs in the Unit.
5%	Perform other duties as required.

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 type on a keyboard for extended periods of time. The job also requires giving presentations and attending meetings virtually as well as in person. This position requires travel to various locations throughout the state by car, rail, and air to attend meetings, trainings, and site visits.

Typical Working Conditions:

The incumbent works in an office cubicle on the 15th floor of a high-rise office building in downtown Sacramento. The work schedule is Monday through Friday. Periodic travel is required locally and within the state, including occasional overnight travel.

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