



Classification: Environmental Scientist
Position Number: 880-110-0762-066

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 26-110-009	Classification Title: Environmental Scientist	Position Number: 880-110-0762-066
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 or Eureka		Section/Unit: Agricultural and Enforcement Division / Enforcement Unit
Supervisor's Name: Jeremiah Puget		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:

HR Analyst Approval:

Date:

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 (ES) is part of an interdisciplinary team coordinating with the Regional Water Boards, regulated entities, non-governmental organizations, and the public. The ES is responsible for reviewing water quality certification applications, proposed actions, verifying wetland and waters delineations and making jurisdictional determinations, drafting permits, letters and notices, investigating complaints and implementing enforcement actions, by phone, e-mail, mail, Teams and in person. The ES is required to work independently, communicate effectively, manage multiple tasks and become proficient in all water quality certification and enforcement duties. The ES shall work on the development and implementation of informal and formal enforcement actions pursuant to the California Water Code, Health and Safety Code, and Federal Clean Water Act by applying specific scientific knowledge and principles in the completion of the specified duties described below.

Essential Functions (Including percentage of time):

25%	Lead and assist in developing enforcement cases based on referrals from regulatory units and divisions throughout the office. Gather information from case workers and referring staff to identify water quality violations and determine appropriate enforcement mechanisms. Apply the State Water Resources Control Board's Enforcement Policy penalty methodology to calculate penalties where applicable. Coordinate with management and legal staff to refine enforcement approaches, develop enforcement orders, and participate in settlement discussions with parties subject to enforcement. Review proposed environmental projects submitted in settlement of enforcement cases. Prepare administrative records and present enforcement cases to the Regional Water Board for consideration. Maintain and update electronic records and files.
25%	Review complaints from the public and other agencies regarding threatened or existing nonpoint source pollution and conduct follow-up investigation and response. Coordinate with Non-Point Source, 401, Stormwater, and Cannabis units to ensure appropriate action is taken; conduct outreach to landowners, complainants, agencies, and other stakeholders. Coordinate and participate in field inspections of waters of the state, including jurisdictional determinations, and complete inspection documentation and reports. Investigate facilities and properties in person, and via helicopters and drones, to assess actual or potential threats to water quality. Conduct joint field investigations with local, state, or federal agency staff and law enforcement as needed. Document conditions of onsite water resources, including surface and groundwater, instream habitat, biological receptors, and wetland/riparian zones, and document impacts or threatened impacts associated with onsite development, activities, and conditions. Recommend abatement, prevention, restoration, mitigation, monitoring, and adaptive management measures. Develop notices of violation and progressive enforcement actions. Maintain and update electronic records and files. This duty may involve work around toxic and hazardous materials, requiring completion and maintenance of hazard evaluation plans prior to field investigations, proper use and care of personal health and safety equipment, participation in required safety training, and performance of only those duties for which proper training, equipment, and authorization have been granted.
25%	Perform environmental analyses and compliance reviews of regulated facilities to determine appropriate enforcement follow-up. Review electronic monitoring and compliance tracking data and facility self-monitoring reports. Coordinate with assigned case workers to review and/or inspect regulated facilities for compliance. Summarize findings in written memos and determine appropriate penalties to recommend or assess. Develop enforcement orders, coordinate with management, legal, and clerical staff to finalize and issue them, and participate in settlement negotiations with facility representatives. Prepare administrative records and present enforcement cases to the Regional Water Board for consideration. Maintain and update electronic records and files. Provide expert testimony to the Regional Water Board or in court as necessary.



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10%	Review proposed projects affecting waters of the state for compliance with the Water Quality Control Plan for the North Coast Region (Basin Plan), the Porter-Cologne Water Quality Control Act, the Clean Water Act, and CEQA, including avoidance, minimization, and mitigation measures. Conduct wetland and waters assessments, delineation verifications, and jurisdictional determinations. Prepare Clean Water Act Section 401 water quality certifications and waste discharge requirements (WDRs) for a range of project types, including construction, grading, utility corridor maintenance, stream crossings, road construction, aggregate mining, bank stabilization, habitat restoration, invasive species removal, riparian enhancement, dredging, and wildfire debris removal oversight. Assess and document wetland and riparian plant species and other indicators for jurisdictional determinations. Evaluate and comment on low-impact development and stormwater treatment proposals. Coordinate with federal, state, and local agencies as needed. Maintain accurate electronic records of dredge and
10%	Participate and communicate effectively on technical and interagency committees related to enforcement, permitting, and broader programmatic issues. Prepare clear, effective presentation materials for public hearings and other meetings. Represent Regional Water Board policies before the public, special interest groups, technical committees, and governmental agencies in the review of 401 certification, WDR, and enforcement matters. Provide timely, professional responses to internal and external customer inquiries. Implement the North Coast Water Boards' Racial Equity Resolution. Duties include building relationships with internal and external partners, performing outreach and improving communication with all members of the public to promote equity and equal access to the beneficial uses of water.
Marginal Functions (Including percentage of time):	
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 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, working within streams, wetlands and other aquatic environments, carry more than 50 lbs, remain stationary for long periods of time, travel up to 8 hours one way to project sites.	



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Typical Working Conditions:

The incumbent works in a single- or two-story office building in Santa Rosa or Eureka, 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

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