



Classification: Environmental Scientist
Position Number: 880-550-0762-065

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 19-550-	Classification Title: Environmental Scientist	Position Number: 880-550-0762-064
Incumbent Name: Vacant	Working Title: Cultural Resources Specialist	Effective Date: TBD
Tenure: Permanent	Time Base: Fill-time	CBID: R10
Division/Office: Division of Financial Assistance		Section/Unit: Environmental Section
Supervisor's Name: Wendy Pierce		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the direction 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
Serves as a Division of Financial Assistance's (DFA) Cultural Resources Specialist and conducts cultural resources review pursuant to Section 106 of the National Historic Preservation Act (Section 106), the California Environmental Quality Act (CEQA) and other relevant state and federal laws and authorities. The Cultural Resources Specialist provides timely and professional assistance to the public and staff within DFA, by phone, e-mail, mail and in person; and works independently and with a team, communicates effectively and manages multiple projects.
Essential Functions (Including percentage of time):

50%	Reviews historic properties identification reports (HPIRs) submitted by applicants to satisfy the Clean Water and Drinking Water State Revolving Fund (SRF) Programs' federal cross-cutting requirements and works with applicants to correct deficiencies. Determines the need for additional studies to ensure compliance with Section 106 and SRF requirements, writes HPIRs, evaluates cultural resources for the National Register of Historic Places under all four criteria. Consults with Native American tribes (tribes)/ Tribal Historic Preservation Officers (THPOs), and other consulting parties to identify historic properties and consults with them, the State Historic Preservation Officer, and applicants to develop measures to minimize effects to historic properties. Develops cooperative and collaborative relationships with tribes, THPOs and applicants to ensure compliance with Section 106. Assists the DFA Senior Cultural Resources Officer to prepare agreement documents (e.g., Programmatic/Memorandum of Agreements) and writes or reviews the attachments to the agreement documents such as, Historic Properties Treatment Plans, and Monitoring and Discovery Plans, as necessary, to resolve adverse effects to historic properties. Updates and maintains cultural resource data in the Loans and Grants Tracking System. Conducts pre-field research such as creating Geographic Information System maps, order record searches from the California Historical Resources Information System, request Sacred lands File Searches from the Native American Heritage Commission. Evaluates cultural resources for listing on the California Register of Historical Resources and/or National Register of Historic Places and assess potential impacts/effects of projects on those properties. Writes HPIRs and Supplemental HPIR's to support CEQA and Section 106 findings. Performs field surveys and limited sub-surface testing, records cultural resources encountered during surveys to support preparation of HPIRs.
40%	Consults with tribes on the State Water Board's Assembly Bill 52 list when the State Water Board is the CEQA lead agency. Maintains thorough administrative records of consultation efforts for both Section 106 and CEQA tribal consultations. Reviews cultural resources technical reports prepared for CEQA. Drafts the Cultural Resources and Tribal Cultural Resources sections of CEQA documents (i.e., initial studies, negative or mitigated negative declarations and environmental impact reports), including mitigation measures. Tracks tribal consultations and reports to the Office of Public Engagement, Equity, and Tribal Affairs. Coordinates with the regional information centers (ICs) of the California Historical Resources Information System. Briefs the State Water Board staff and management and makes presentations to the State Water Board and the public. Participates in meetings related to an array of drinking water and water quality projects. Attends trainings, follows DFA's environmental review procedures, provides assistance to DFA staff. Maintains the web applications on the GIS portal.
Marginal Functions (Including percentage of time):	
5%	Conducts day and overnight travel to project sites and meetings, performs field visits to confirm project compliance with environmental conditions, as necessary.



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5%	Performs other duties assigned not described above, but within the range of knowledge and abilities expected of an Environmental Scientist (Cultural Resources Specialist).
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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. Ability to move 15-20 pounds, bend and retrieve files and/or documents above shoulders, work in inclement weather and travel up to ten hours. Occasionally, navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday.

Typical Working Conditions:

The incumbent works in a high-rise office building. The work schedule is Monday through Friday. Telework and hybrid workspace options may be available based on operational needs. Travel may be required.

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 Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee Name	Employee Signature	Date