



Classification: Environmental Scientist
Position Number: 880-463-762-003

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-463-013	Classification Title: Environmental Scientist	Position Number: 880-463-0762-003
Incumbent Name: Vacant	Working Title: Environmental Scientist	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R10
Division/Office: Division of Drinking Water/Program Management Branch		Section/Unit: Environmental Laboratory Accreditation Program Section / Assessment Unit
Supervisor's Name: Maria Friedman		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 is responsible for traveling throughout California and conducting on-site assessments of environmental testing laboratories and responsible for providing timely and professional technical work products. The Environmental Scientist will provide high-quality customer service to the public and staff within the department, by phone, e-mail, mail, and in person meetings. The Environmental Scientist is required to work independently, communicate effectively, manage multiple tasks, and be proficient in on-site assessment duties. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.

Essential Functions (Including percentage of time):

45%	Using scientific methods and knowledge, conduct inspections/assessments of environmental testing laboratories for analytical test methodology for accreditation. Apply California environmental regulations and laws and United States Environmental Protection Agency (USEPA) rules related to monitoring requirements as specified in California state agency regulatory contracts, permits, policies, and orders. Review laboratory quality systems documentation, including quality assurance manual, standard operating procedures, work instructions, and related memoranda, for compliance to the above-stated regulatory requirements. Document on-site laboratory inspections, prepare assessment reports for supervisor review, and determine through laboratories' corrective actions compliance with California regulations, the Environmental Laboratory Accreditation Act, and the TNI (The NELAC Institute) laboratory standard. Document and track laboratory inspections/assessments in laboratory file and data entry into the Environmental Laboratory Accreditation Program (ELAP) database. Communicate orally and in writing with the laboratories to resolve issues and any other situations, questions, and problems that may arise. Provide scientific guidance to laboratories for compliance assistance for program on-site assessment requirements.
35%	Review and evaluate Third Party Assessors (TPA) laboratory assessment reports to determine laboratory compliance with accreditation requirements. Verify TPA report completeness, review assessment report findings and corrective action responses using scientific knowledge of analytical method and regulatory requirements to determine acceptability to ELAP and confirm the fields of accreditation (FOAs) identify as assessed in the TPA report match the FOAs requested by the laboratory in its application to be accredited by ELAP. Where mismatches in FOAs are found, determine whether FOAs have equivalents in ELAP's FOA tables. When necessary, research the FOAs using references such as Chemical Abstracts Service, NIST Webbook, and others, to determine whether the requested FOAs are equivalent to ELAP-designated FOAs. Report discrepancies to the Senior Environmental Scientist (Supervisory).



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10%	Using scientific knowledge and technical expertise and FOAs, research historical and current laboratory accreditation statuses via the ELAP database and any electronic or written correspondence to perform technical review of accreditation inquiries and reciprocity applications. This may include when an accreditation inquiry is submitted to ELAP by a laboratory that had received notice from ELAP that one or more of their requested FOAs had been denied accreditation, a technical review of proficiency testing reports will be conducted (and any supplemental data provided by the laboratory) to verify the reason for the denial and determine whether to recommend adjustment of the laboratory's accreditation status to the ELAP Accreditation Council. When a laboratory submits a reciprocity application to ELAP, perform an accreditation equivalency review of the laboratory's current accreditor to verify that the accreditor's scientific standards and regulations are at least as stringent as those of ELAP, and prepare a report of findings for review of the ELAP Accreditation Council. Prepare enforcement actions in collaboration with the ELAP Enforcement Unit, research laboratory accreditation records, and deliver the scientific analysis of findings to the requesting unit.
Marginal Functions (Including percentage of time):	
5%	Regular and routine organization of assessment-related files, such as completed checklists and forms used during assessments, into folders for archival purposes. Organize copies of analytical methods, checklists, and documentation received from laboratories for effective and efficient workflow.
5%	Perform other duties as required.
Typical Physical Conditions/Demands:	
The job requires extensive use of a personal computer and the ability to remain stationary at a desk, whether at the office or at the laboratory location where the assessment is being conducted, use a phone and keyboard for extended periods of time and review laboratory data reports and files.	
Typical Working Conditions:	
The incumbent travels regularly throughout California and occasionally will work in an office building, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. This job requires extensive travel throughout California, possibly to remote locations in California.	



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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 Name	Employee Signature	Date