Classification: Environmental Scientist
Position Number: 880-150-0762-144

DUTY STATEMENT

☐ **CURRENT** ☒ **PROPOSED**

RPA Number: 26-150-026	**Classification Title:** Environmental Scientist	**Position Number:** 880-150-0762-144
Incumbent Name: Vacant	**Working Title:** Environmental Scientist	**Effective Date:** TBD
Tenure: Permanent	**Time Base:** Full-Time	**CBID:** R10
Division/Office: Central Valley Regional Water Quality Control Board – Rancho Cordova	**Section/Unit:** Irrigated Lands Assessment and Planning/ Monitoring and Implementation Unit	
Supervisor's Name: Petra Lee	**Supervisor's Classification:** Senior Environmental Scientist (Supervisory)	

Human Resources Use Only:	
HR Analyst Approval:	**Date:** 11/05/2026

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

The Environmental Scientist (ES) is responsible for performing professional duties related to the Irrigated Lands Regulatory Program of the Regional Board. The ES must be able to work independently to complete tasks, as well as part of a team environment for certain duties, and must communicate effectively via a variety of media.

Essential Functions (Including percentage of time):	
45%	Using scientific principles, oversee the implementation of surface water and groundwater quality Waste Discharge Requirement Orders in the Irrigated Lands Regulatory Program with courtesy and professionalism. Serve as a liaison to one or more agricultural coalition groups or individual dischargers through emails, meetings, and video and phone calls. Perform technical reviews and evaluate monitoring results and management plan reports. Review, evaluate, and prepare comments on memos, technical reports, and other third-party submissions.
25%	Apply scientific expertise to process and analyze data, including water quality data using statistics. Use and manage databases and data repositories, including GIS and Microsoft Access.
15%	Prepare, review, and revise the drafts of Waste Discharge Requirements and monitoring and reporting programs for irrigated agricultural lands third parties, coalitions, or individual growers. Collaborate with the technical staff and coordinate the review and development of the final draft process with the applicable agencies and other interested parties.
Marginal Functions (Including percentage of time):	
5%	Conduct environmental investigations of irrigated agricultural lands and operations to ascertain compliance with prescribed waste discharge requirements and to ensure that state water quality control objectives are met. Conduct site inspections, collect field water quality measurements, collect samples of water, soil, and waste for analyses, and gather information and substantiate data for enforcement actions.
5%	Conduct meetings and outreach with dischargers, organizations, the public, and government agencies to discuss development and implementation of water quality protection programs related to discharges from irrigated lands. Prepare and conduct informational and other presentations for the Board.
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 a desk, utilize a phone and a keyboard for extended periods of time. For field work, the incumbent must navigate uneven, rugged terrain and have the ability to lift up to 30 pounds.
Typical Working Conditions:
The incumbent works in a single-story office building in Rancho Cordova, in an office cubicle in a smoke-free environment. The work schedule is Monday through Friday, unless otherwise approved by management. Travel may be required locally and within the state. Some telework may be approved based on departmental policy.

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
Petra Lee		
Employee Name	Employee Signature	Date