Classification: Environmental Scientist
Position Number: 880-250-0762-010

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-250-031	**Classification Title:** Environmental Scientist	**Position Number:** 880-250-0762-010
Incumbent Name: Vacant	**Working Title:** Environmental Scientist	**Effective Date:** November 2026
Tenure: Permanent	**Time Base:** Full Time	**CBID:** R10
Division/Office: Division of Water Quality	**Section/Unit:** Surface Water Permitting Section / Implementation Unit	
Supervisor's Name: Patrick Otsuji	**Supervisor's Classification:** Senior Environmental Scientist	

Human Resources Use Only:	
HR Analyst Approval: Kathleen Hill	**Date: 11/06/2026**

General Statement

Under the close supervision of a Senior Environmental Scientist 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 incumbent is part of an interdisciplinary team coordinating with other State Water Board Divisions and Offices, the Regional Water Boards, regulated entities, non-governmental organizations, and the public. The incumbent shall support the reissuance and implementation of the statewide National Pollutant Discharge Elimination System Construction, Industrial, Municipal, and Region-specific Stormwater General Permits by applying specific scientific knowledge and principles in the completion of the specified duties described below:

Essential Functions (Including percentage of time):

35%	Communicate technical and scientific information effectively to federal, state, and local agencies; regulated entities; and the public regarding stormwater permit requirements. Provide timely responses to phone and email inquiries concerning permit compliance, monitoring and

	reporting obligations, and the use of electronic data systems. Maintain documentation of all communications in call and email logs.
35%	Lead and support the daily operations of the Stormwater Help Desk by reviewing and processing incoming correspondence; evaluating scientific calculations submitted in permit applications (such as the Industrial General Permit Numeric Action Levels or the Construction Erosivity Waiver R factor calculation from the RUSLE2 equation) to ensure consistency with regulatory requirements; and conducting completeness and adequacy reviews of Stormwater Pollution Prevention Plans, facility site maps, and other required submittals to verify compliance with permit-mandated elements. Process payments and maintain accurate administrative and regulatory records. Train, mentor, and provide technical and regulatory guidance to Scientific Aids to ensure uniform application of permit requirements, adherence to established procedures, and delivery of consistent, high-quality customer service.
15%	Develop and distribute reporting reminders to regulated facilities to ensure compliance with monitoring and reporting requirements. Coordinate with the Office of Enforcement and Regional Water Boards to draft and issue enforcement actions for noncompliance. Record enforcement actions in the Stormwater Multiple Application and Report Tracking System (SMARTS)
5%	Apply scientific principles to curate, analyze, and interpret stormwater data using GIS, statistical software, and data visualization tools such as R, Tableau, and Power BI. Develop visualizations, trend analyses, and interpretive reports to support statewide stormwater program objectives and inform decision-making
Marginal Functions (Including percentage of time):	
5%	Represent the Water Boards in outreach and engagement efforts, including giving presentations, facilitating meetings and workshops, and conducting Tribal consultations. Conduct 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.
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. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.
Typical Working Conditions:
The incumbent works on the 15th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Occasional travel may be required locally and within the state.

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