Classification: Environmental Scientist
Position Number: 880-120-0762-066

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-120-041	**Classification Title:** Environmental Scientist	**Position Number:** 880-120-0762-066
Incumbent Name: Vacant	**Working Title:** Environmental Scientist	**Effective Date:** November 2026
Tenure: Permanent	**Time Base:** Full Time	**CBID:** R10
Division/Office: San Francisco Bay Regional Water Quality Control Board (Region 2)	**Section/Unit:** TMDL and Basin Planning Section	
Supervisor's Name: Sara Jacobs	**Supervisor's Classification:** Senior Environmental Scientist (Supervisory)	

Human Resources Use Only:	
HR Analyst Approval: Rebecca Ramirez	**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) will implement tasks associated with the Surface Water Ambient Monitoring Program (SWAMP) in the San Francisco Bay Region by collecting and analyzing surface water quality data to produce information to support the development or assessment of Total Maximum Daily Loads (TMDLs), Basin Plan amendments, Integrated Report impairments, and permit decisions. The ES will also lead and support development and implementation of water quality attainment strategies (TMDLs and Advance Restoration Plans [ARPs]), water quality standards, and other Basin Planning projects. Finally, the ES will participate in the development of Integrated Reports by assessing water quality data to identify which waterbodies are impaired or don't meet water quality standards.

Essential Functions (Including percentage of time):	
25%	Monitor water bodies (e.g., lakes, streams, rivers, and wetlands) across the San Francisco Bay Region to assess water quality. Monitoring includes collecting water and sediment samples for chemistry and toxicity analysis, assessing stream and riparian physical habitat, and collecting samples for harmful algae toxins or species analysis, using SWAMP or other approved standard methods and quality assurance procedures. Monitoring activities also include preparation, calibration, and maintenance of field equipment; coordinating access and conducting reconnaissance trips at field sites; deploying time series water quality monitoring equipment; managing field forms, such as data sheets and chains of custody; and data tracking, entry, quality assurance, analysis, and database submission according to SWAMP procedures. Deploy, download, format, and analyze large datasets from time-series environmental monitoring equipment (e.g., YSI 6600).
25%	Using scientific knowledge and technical expertise, evaluate cases of water quality degradation and make recommendations for their elimination and control through development or implementation of TMDLs or ARPs following Environmental Protection Agency (US EPA) and State Guidance. Collect and assimilate available information relevant to complex TMDL development. Apply scientific knowledge and skills to develop problem definition statements, sources and loadings analyses, pollutant fate and transport analyses, and allocation of loads including a margin of safety. Develop source identification and site prioritization based on threat to water quality. TMDL development may include statistical analysis of environmental data and modeling the linkages between sources of pollution and numeric targets. Utilize programs such as R and ArcGIS to accomplish data manipulation, analysis, and visualization. Write project memos, technical memos, and TMDL staff reports. Engage with interested parties to gather information, prepare written documents for public review, prepare responses to public comments, and verbally present information. Facilitate meetings attended by a broad variety of interested parties, including community-based organizations, non-profit organizations, affected communities, permittees, and staff from other agencies. Prepare the complete package of TMDL elements as a Basin Plan amendment for consideration by the Regional Water Board. This includes documentation of compliance with the California Environmental Quality Act, stakeholder processes and comments, peer review, public notice of hearings, and responses to comments. Facilitate the Basin Plan amendment through State Water Board public notice and approval, and Office of Administrative Law, and US EPA approval following State Board Basin Planning procedures. Participate in State Water Board member briefings and preparing presentations, responses to questions, and the project's administrative record.
25%	Assess surface water data submitted for the Clean Water Act Section 305(b) Assessment and 303(d) List of Impaired Waters using scientific methods and principles to process and analyze complex physical, chemical, and biological datasets. Support development of the Integrated Report including mapping of water bodies, data quality assurance checks, data analysis and evaluation of lines of evidence and impairment decisions. Writing and reviewing Integrated Report staff reports, fact sheets, and related documents.

10%	Scope, plan, track, and manage Basin Plan Amendments, TMDLs, Integrated Report, and other projects to address bacteria and other contaminants. Communicate project status, share technical and regulatory information, solicit input, and facilitate and support decision-making related to Basin Plan Amendments, monitoring plans, and other technical and regulatory documents. Provide written correspondence regarding projects via email with peers, supervisors and management, and interested parties. Assist Water Board staff to develop written reports, project correspondence, and PowerPoint presentations and attend meetings with peers, supervisors, management, and interested parties. Provide status of assignments, seek input and share information. Represent the agency on internal and external committees and workgroups such as those supporting the Regional Monitoring Plan. Establish, adapt, and meet milestones and completion dates of assigned tasks and projects.
10%	Using knowledge of scientific principles and water resources management, develop written correspondence and informational materials regarding projects through emails, letters, reports, websites, and presentations. Attend meetings with peers, supervisors, management, and external stakeholders. Share and gather information during public meetings, workshops, educational and other forums. Provide technical assistance to colleagues in other program areas, coordinate meetings with supervisors and other managers, and respond to customer service inquiries. Work collaboratively in groups internally across sections and divisions and with external parties to develop technical, regulatory, and procedural recommendations for projects and issues. Engage verbally with the public during public meetings, workshops, educational and other forums and during data-gathering activities such as fish consumption surveys. This includes communicating and collaborating with people from different racial, ethnic, and cultural groups to address environmental justice and racial equity.

Marginal Functions (Including percentage of time):

5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of an agency-provided personal computer and the ability to remain stationary at and utilize a keyboard for extended periods of time. The job requires the ability to lift 25 pounds to collect water quality samples in the field and to retrieve files and/or documents in the office. Although infrequent, the job requires the ability to navigate through uneven, rugged terrain, navigate in streams and rivers over rocky terrain while wearing waders, perform field work in extreme temperatures throughout the workday, and carry up to 50 pounds.

Typical Working Conditions:

The incumbent works on the 15th floor of a high-rise office building in downtown Oakland, in an enclosed office cubicle. The work schedule is Monday through Friday, in a hybrid environment. Field work for this position is required and can result in working up to 10 hours a day. Travel to field sites is required for water quality sampling, site visits, and inspections within the Region. Travel may be required 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