Classification: Senior Environmental Scientist (Specialist)
Position Number: 880-250-0765-XXX

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-250-034	**Classification Title:** Senior Environmental Scientist (Specialist)	**Position Number:** 880-250-0765-XXX
Incumbent Name: Vacant	**Working Title:** Senior Environmental Scientist (Specialist)	**Effective Date:** November 2026
Tenure: Permanent	**Time Base:** Full Time	**CBID:** R10
Division/Office: Division of Water Quality	**Section/Unit:** Water Quality Standards & Assessment Section	
Supervisor's Name: Rebecca Fitzgerald	**Supervisor's Classification:** Environmental Program Manager I (Supervisory)	

Human Resources Use Only:
HR Analyst Approval: *Kathleen Hill* **Date: November 19, 2026**

General Statement

Under the general direction of an Environmental Program Manager I (Supervisory) and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the Senior Environmental Scientist (Specialist), hereinafter known as the "Senior ES Specialist," 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 Senior ES Specialist is responsible for leading the development of complex statewide water quality control plans, policies, and guidance associated with water quality standards and programs of implementation. The Senior ES Specialist will identify problems; consider the chemical, physical, and biological factors influencing water quality; develop courses of action; make recommendations; and develop plans, policies, and guidance that reflect these factors and policy decisions. The Senior ES Specialist will also serve as a project manager, serve as a project spokesperson engaging internally and externally, and prepare and review staff reports, outreach documents, and other project documents. The Senior ES Specialist is required to work independently and in a group setting, communicate effectively, have sound organization skills, and manage multiple tasks. Daily proficient utilization of the Microsoft Office Suite is required. The job involves periodic travel, primarily within California.

Essential Functions (Including percentage of time):	
30%	Serve as the lead staff person and project manager responsible for the development of complex statewide water quality control plans, policies, and guidance, such as the development of statewide water quality objectives for harmful algal blooms and cyanotoxins. Identify and track project tasks and schedules. Use sound scientific knowledge and judgment to identify issues and options to resolve issues. Make recommendations to management. Brief board members and present at board meetings.
30%	Develop outlines for, write, and review issue papers, staff reports, agenda items, outreach documents, and other project documents for statewide water quality control plans, policies, and guidance.
25%	Serve as the lead spokesperson for statewide water quality control plan, policy, and guidance projects. Coordinate and collaborate with Water Boards staff, tribes, other agencies, regulated communities, environmental justice communities, environmental advocacy groups, research organizations, academia, the general public, and others. Represent the State Water Board in outreach efforts, including giving presentations to internal and external groups with various levels of technical background, contributing to trainings, and responding to questions. Serve on technical advisory committees or similar groups as appropriate. Incorporate relevant information and suggestions from coordination efforts into water quality plans, policies, or guidance. Facilitate and maintain cooperative working relationships. Work toward accomplishing group goals and fostering commitment, team spirit, and trust. Conduct and support staff efforts to conduct equitable stakeholder outreach and engagement, establish and maintain partnerships, and foster open communication for voices from historically underserved and disadvantaged communities. Conduct and support staff efforts to conduct tribal outreach and engagement, including tribal consultations. Conduct and support staff efforts to conduct actions to implement the Water Board's Racial Equity Resolution, Racial Equity Action Plan, Human Right to Water Resolution, and Climate Change Resolution. In cooperation with the Communications Office and the Office of Public Participation, develop talking points, presentations, and outreach material for members of the media and the public.
Marginal Functions (Including percentage of time):	
10%	Mentor lower level environmental scientists in the development of statewide water quality control plans, policies, and guidance.
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 and type on a keyboard for extended periods of time. The job requires participating in virtual and in-person meetings. The job may occasionally require the ability to lift 15 pounds and to bend and reach to retrieve files and/or documents.
Typical Working Conditions:
The Senior ES Specialist will primarily work in a high-rise office building in downtown Sacramento, in an office cubicle in a smoke-free environment. Regular telework may occur in accordance with the California Environmental Protection Agency Telework Policy and Procedures. The typical work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, is rare but may be necessary during critical project phases or when the unit is mission tasked. Travel is occasionally required, primarily 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