Classification: Environmental Scientist
Position Number: 880-160-0762-009

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-160-014	**Classification Title:** Environmental Scientist	**Position Number:** 880-160-0762-009
Incumbent Name: Vacant	**Working Title:** Environmental Scientist	**Effective Date:** TBD
Tenure: Permanent	**Time Base:** Full Time	**CBID:** R10
Division/Office: Lahontan Regional Water Quality Control Board Region 6 – South Lake Tahoe	**Section/Unit:** Nonpoint Source Unit	
Supervisor's Name: Laurie Scribe	**Supervisor's Classification:** Senior Environmental Scientist (Supervisory)	

Human Resources Use Only:	
HR Analyst Approval:	**Date:** 11/18/2026

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's primary role is to implement the region's nonpoint source program as described in the 2025-2030 Nonpoint Source Implementation Plan and future updates to that plan. Additionally, the incumbent will serve as lead staff for tasks related to Nonpoint Source Program Management, administration of the federal Clean Water Act section 319 grant fund for projects that reduce nonpoint source pollution, and implementation of grazing related programs and permits for the region.

Essential Functions (Including percentage of time):	
35%	Conduct project reviews and perform inspections and site visits of project areas to ensure compliance with permits, policies, grants or programs. Draft waste discharge requirements and waivers of waste discharge requirements when appropriate and correspond with permittees regarding enrollment, implementation, and reporting. Review documents submitted by project implementers and permittees. Review and analyze water quality data collected by internal programs and external partners to assess progress towards water quality goals. Prepare reports and presentations for stakeholders, permittees, and Water Board meetings. Investigate potential violations and initiate enforcement actions when necessary. Focus areas for these tasks include implementation of the Bridgeport Waiver of Waste Discharge Requirements, Bishop Creek Vision Plan, West Fork Carson River Vision Plan, and inspections of private and federal grazing allotments or leased areas.
20%	Function as the Nonpoint Source (NPS) program lead. Coordinate with other regional and State Water Board NPS staff during roundtable meetings and monthly conference calls. Prepare annual and multi-year planning documents and accomplishment reports for regional NPS activities including those related to rangeland and grazing, agriculture, harmful algae blooms, and other future NPS priority topics as identified.
20%	Utilize applicable Federal and State Board policies and procedures to conduct application review and selection, scope of work development, and grant management of federal Clean Water Act section 319(h) grants in coordination with State Water Board and USEPA. Provide outreach and education to potential applicants on the 319 (h) grant program.
15%	Assist in the development and implementation of policies, regulations, or strategies to address grazing related water quality issues throughout the region. Prepare reports and presentations for stakeholders, permittees, and the Water Board. Maintain an in-depth working knowledge of (1) grazing management practices, potential water quality impacts; best management practices to avoid or mitigate water quality impacts; and relevant monitoring and assessment tools, approaches and protocols; (2) applicable State and Federal laws, regulations, policies, and private and governmental programs addressing or affecting grazed watershed water quality, and (3) principles and new tools for effective coordination and communication with other agencies and the public.
Marginal Functions (Including percentage of time):	
5%	Support education and outreach activities focused on reducing NPS pollution and promoting Water Board programs.
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, use a phone and a keyboard for extended periods of time. Ability to retrieve and/or move files, documents, or materials of up to 20 pounds. Occasionally navigate uneven, rugged, or unstable terrain for extended periods of time throughout the workday while conducting field visits, site inspections, and assisting with data collection.
Typical Working Conditions:
The incumbent is based in the South Lake Tahoe main office and will have a designated cubicle. The typical work schedule is Monday through Friday. Travel associated with the position is intermittent, when required it typically involves traveling within the region for conducting field sampling, inspections, and attending meetings or trainings. Occasionally evening and weekend work may be necessary to support outreach and education events or attend meetings.

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