Classification: Research Scientist Staff
Position Number: 880-250-5594-XXX

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-250-037	**Classification Title:** Research Scientist Staff	**Position Number:** 880-250-5594-XXX
Incumbent Name: Vacant	**Working Title:** Research Scientist Staff	**Effective Date:** November, 2026
Tenure: Permanent	**Time Base:** Full Time	**CBID:** R10
Division/Office: Division of Water Quality	**Section/Unit:** Inland Planning Standards & Implementation Unit	
Supervisor's Name: Zane Poulson	**Supervisor's Classification:** Senior Environmental Scientist (Supervisory)	

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

General Statement

Under the general direction 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 Research Scientist Staff (RSS) 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 RSS is responsible for developing statewide water quality plans, policies, and guidance associated with water quality standards and programs of implementation. In developing plans, policies, and guidance, the RSS will design, direct, analyze, and draw conclusions from research studies related to environmental chemistry, toxicology, microbiology and cyanotoxins, and nutrient dynamics. The RSS will also prepare staff reports and outreach documents, serve as a subject matter expert and make recommendations to management, engage internally within the Water Boards, and engage with external parties. The RSS 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%	Using expertise in environmental chemistry, toxicology, microbiology and cyanotoxins, nutrient dynamics, and other closely related fields, support the development of complex statewide plans, policies, or guidance, such as the development of statewide water quality objectives for harmful algal blooms and cyanotoxins. Write issue papers, staff reports, agenda items, outreach documents, and other project documents. Identify issues and options to resolve issues. Make recommendations to management. Brief board members and present at board meetings.
30%	Track, summarize, and report information, research, and activities related to environmental chemistry, toxicology, microbiology and cyanotoxins, and nutrient dynamics. Stay abreast of thresholds of significance, monitoring strategies, sampling and laboratory analysis methods, and best available treatment technologies (e.g., cyanotoxin thresholds, harmful algal bloom treatments) and provide recommendations for application in statewide plans, policies, and guidance. Serve as a subject matter expert.
25%	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.
10%	Design scopes of work for research studies related to environmental chemistry, toxicology, microbiology and cyanotoxins, and nutrient dynamics, and serve as contract manager as needed.
Marginal Functions (Including percentage of time):	
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 above the shoulders to retrieve files and/or documents.
Typical Working Conditions:
The RSS 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