

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR ENVIRONMENTAL SCIENTIST – 1065

DEFINITION:

Under direction, to plan, coordinate, and direct, through subordinate supervisors, the activities of a State-certified laboratory or for a scientific or regulatory program; to supervise professional and technical personnel; to serve as a liaison with regulatory and other agencies and management regarding issues; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Manages laboratories and environmental programs including, but not limited to chemistry, microbiology, toxicology, ocean monitoring, reservoir studies, air quality, permits and compliance, data management and quality systems;
- Reviews and evaluates compliance with regulations and permit requirements and provides summaries and recommendations to management;
- Advises management on technical issues relating to regulatory requirements associated with source water, drinking (potable) water, domestic and industrial wastewater, biosolids, recycled water, purified water, stormwater, ocean water, ocean sediments, and additional marine and freshwater environments;
- Participates in interdivisional and division section meetings to coordinate the implementation of department priorities and program objectives;
- Determines long range plans;
- Plans, directs, designs, and coordinates special studies;
- Coordinates laboratory/program activities with other agencies or divisions on solutions to common problems and to improve testing parameters and procedures and interagency consistency relating to microbiology, toxicology, molecular biology, limnology, watershed management, bio-assessment, marine biology, and/or ocean monitoring;
- Reviews and optimizes quality assurance and/or safety program data;
- Coordinates and oversees lab permits and certifications;
- Develops service level agreements and reviews and approves invoices for services;
- Assesses lab cost and workload efficiencies; develops and conducts efficiency programs;
- Prepares preliminary budget requests and justifications and monitors the section/laboratory budget, reviews invoices for services and purchasing records;
- Oversees the Laboratory Information Management System (LIMS) and the Quality Management System as required by accreditation standards;
- Establishes testing parameters and procedures;
- Develops and supervises experiments or other research designed to provide solutions to problems associated with source water, drinking (potable) water, domestic and industrial wastewater, biosolids, recycled water, purified water,

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- stormwater, ocean water, ocean sediments, and additional marine and freshwater environments;
- Evaluates quality assurance programs to ensure that procedures and analysis performed are in compliance with mandatory rules and regulations and laboratory certifications;
 - Plans and directs air quality compliance strategies;
 - Provides day-to-day support on regulatory compliance activities;
 - Represents the City at regulatory hearings or on scientific advisory panels and committees;
 - Selects, assigns, trains, and evaluates the work performance of professional and technical personnel;
 - Reviews and recommends program staffing and equipment needs;
 - Directs sampling and laboratory preparation activities;
 - Serves as a subject matter expert and regulatory liaison to other departments, laboratories, and agencies;
 - Prepares, reviews, and edits technical reports required by regulatory agencies;
 - Provides oversight and management of external publications and contract agreements with other agencies and consultants;
 - Prepares detailed written and oral communications, and gives technical and general presentations to various stakeholder groups, regulatory agencies, and City management on laboratory activities, projects, and experiments;
 - Coordinates, plans, and directs the daily activities of a State Environmental Laboratory Accreditation Program (ELAP) certified laboratory engaged in chemical, physical, bacteriological, microbiological, biological, molecular, bioaccumulation, and toxicological analyses;
 - Evaluates laboratory data results for compliance with quality and reporting requirements;
 - Consults with contractors concerning laboratory modifications and repairs and/or with vendors concerning equipment bids and purchases of high cost or specialized laboratory items or monitoring services;
 - Evaluates and establishes work standards, procedures, and analyses to ensure compliance with State and Federal requirements;
 - Responds to inquiries and requests for information;
 - Participates in various conferences, seminars, and trainings to present and obtain information related to State and Federal monitoring;
 - Establishes work programs and schedules for field and laboratory personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's Degree in Analytical Chemistry, Biology, Chemistry, Environmental Studies, Marine Biology, Microbiology, Molecular Biology, Oceanography, Physical Chemistry, Zoology, or a closely related biological, chemical, or physical science, **AND** three years of full-time professional level experience in a scientific field including, but not limited to, laboratory work, regulatory compliance assessments, quality control, or field work, which must include one year of

supervising the work of professional staff. Possession of a valid California Class C Driver's License is required.