



Classification: Scientific Aid
 Position Number: 880-180-1931-903

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-180-070	Classification Title: Scientific Aid	Position Number: 880-180-1931-903
Incumbent Name: Vacant	Working Title: Scientific Aid	Effective Date:
Tenure: Non-tenured	Time Base: Intermittent	CBID: R11
Division/Office: Santa Ana Regional Water Quality Control Board		Section/Unit: General Stormwater
Supervisor's Name: Michelle Beckwith		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the direct 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 incumbent is responsible for providing timely and professional assistance to the public by phone, e-mail, mail, and in person in addition to assisting professional staff with technical and routine scientific tasks. The incumbent is required to work independently, communicate effectively, manage multiple tasks and become proficient in clerical duties. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.



Essential Functions (Including percentage of time):

35%	Perform duties associated with the input, compilation, and management of data provided by the regulated community under the State's and Region's Stormwater Permits. This includes reviewing, confirming, and interpreting scientific and environmental reports and preparing clear, complete, and technically accurate reports. Perform data entry and data analysis within the Stormwater Multiple Application and Report Tracking System (SMARTS) or other reporting systems.
30%	Assist with the review of calculations, such as: risk determinations, pre- and post-construction water balances, exceedance response reports, and other permit registration documents uploaded into SMARTS.
20%	Assist other Board staff in various program tasks including sample collection and data analysis of discharges from permitted and non-permitted sites, field data collection and photo documentation, assessment of construction and industrial site compliance with best available technology/best conventional technology, engineering report generation, enforcement case development, compilation of administrative record, pollutant control technology performance research and evaluation, flow and flow path analysis, verification of operation and maintenance of post-construction structures.

Marginal Functions (Including percentage of time):

10%	Provide information to the regulated community and to the general public regarding storm water regulations. Assist in collaborating with professionals from a variety of disciplines within and outside of State government in the performance of duties. Provide feedback to management on the effectiveness of permit requirements.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a computer and the ability to sit/stand at a desk and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, move more than 50 lbs, must be able to remain in a stationary position for prolonged period of time, etc.

Typical Working Conditions:

The incumbent works on the 8th floor of a high-rise office building in downtown Riverside, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday between the hours of 8am to 5pm.



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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
Michelle Beckwith		
Employee Name	Employee Signature	Date