

# DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Central Coast Water Board	UNIT Irrigated Lands	POSITION # 880-130-1931-903	DATE May 9, 2019
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NAME OF EMPLOYEE (IF APPLICABLE)

CURRENT CLASSIFICATION Scientific Aid	PROPOSED CLASSIFICATION (IF APPLICABLE)
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NAME OF SUPERVISOR  
Elaine Sahl

CURRENT CLASSIFICATION OF SUPERVISOR Senior Environmental Scientist	REVIEWED AND APPROVED BY SIGNATURE
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SUPERVISION EXERCISED (IF APPLICABLE)

1. DIRECTLY SUPERVISED	2. INDIRECTLY SUPERVISED
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NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE

DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.

% OF TIME	DUTIES
	Under direct supervision of a Senior Environmental Scientist 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. Specific responsibilities include:
40%	Provide program support that includes data entry; spatial data analysis; file inventory and maintenance; and answering phone calls and emails from the public regarding basic routine program related issues.
35%	Assist technical staff with reviewing report submittals and monitoring data to determine compliance with applicable requirements; assist technical staff with tracking monitoring and reporting submittals.
15%	Assist technical staff with preparation of formal and informal enforcement documents; verify validity of violations; and provide support to technical staff.
5%	Participate in meetings with agencies, regulated individuals, consultants, the public and others, and conduct general outreach and education.
5%	Perform other duties as required within the scope of knowledge and abilities expected of a Scientific Aid.
Employee Signature: _____ Date Signed: _____	