

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Office of Information Management and Analysis	UNIT SWAMP	POSITION # 880-270-1931-903	DATE 12/6/2021
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Scientific Aid		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Alexandria Dunn			
CURRENT CLASSIFICATION OF SUPERVISOR Senior Environmental Scientist (Sup)		REVIEWED AND APPROVED BY SIGNATURE Melissa Morris, Assistant Deputy Director	
SUPERVISION EXERCISED (IF APPLICABLE)			
1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
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 the 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. Scientific Aid should be knowledgeable in the fundamentals of a variety of scientific disciplines with an emphasis on water quality and environmental monitoring; possess strong verbal and written communication skills; be comfortable using Microsoft products (including Word, Excel, PowerPoint, Publisher, and Access); familiar with data science products and Geographic Information Systems (GIS) software such as ArcGIS and ArcMap and other graphical software; possess excellent planning and organizational skills as well as the ability to exercise good judgment; and be able to work independently and also support others in a team environment. Specific responsibilities include:		
35%	Assist with SWAMP data science services, management and analysis, including, but not limited to, reviewing, compiling, querying, flagging, cleaning and synthesizing datasets from SWAMP and California Environmental Data Exchange Network (CEDEN) databases and other internal and external data management systems to improve accessibility and harmonization of data used in analytical tools, insights, data stories, and other data and information products used to support decision-making and planning. Assist with data science related tasks and products that include, but are not limited to, automation and script calculation, business intelligence tools that include graphs, maps, charts, visualizations, infographics, narrative stories, and presentations.		
35%	Assist with writing, formatting and developing SWAMP documents and web content to communicate monitoring results and program information, such as scientific reports, infographics, management memos, contact lists and fact sheets. Request updates from IT Support Services to make improvements to SWAMP program websites and make modifications to SWAMP Wiki sites.		

20%	Support organizational tasks such as preparation of documents (e.g. flow charts, spreadsheets, and PowerPoint presentations), telephone and email correspondence, and note taking.
5%	Respond to requests from internal, Water Board staff and external organization representatives to access, compile and transmit water quality and environmental datasets, and documents.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	

Revised 11/29/21