

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) CRWQCB- Los Angeles		UNIT Site Cleanup VI	POSITION # 880-140-1931-903	DATE July 27, 2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant				
CURRENT CLASSIFICATION Scientific Aid		PROPOSED CLASSIFICATION (IF APPLICABLE)		
NAME OF SUPERVISOR Xiao-Xue (Anita) Fang				
CURRENT CLASSIFICATION OF SUPERVISOR Senior Water Resource Control Engineer		REVIEWED AND APPROVED BY SIGNATURE		
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 Water Resource Control Engineer 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%	Review, search, scan and convert technical reports to electronic format. Maintain and update case records/database. Track Site Cleanup Program (SCP) and Department of Defense (DoD) projects. Assist technical staff: review and compile information/data from technical reports and provide oral and written technical summaries.			
25%	Assist staff in coordinating file review requested by consultants and the public. Pull and reinstate files from file rooms after file reviews by public.			
25%	Assist in the collection, processing, and analysis of field samples. Assist in environmental monitoring and research studies. Collect and transport environmental samples. Prepare sampling documentation, materials and supplies. Assist in operating and maintaining sampling equipment. Conduct literature searches on specific topics: retrieve, compile, organize and extract critical information. Prepare and/or assist in the preparation of scientific reports and standard operating procedures.			
5%	Assist staff with presentations for meetings. Operate State motor vehicles for retrieving files from various locations and conducting other assigned State business.			
5%	Perform other duties as required.			
Employee Signature: _____ Date Signed: _____				