

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) CRWQCB – Colorado River Basin Region	UNIT 170	POSITION # 880-170-1931-903	DATE September 2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Scientific Aid		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Cassandra Owens			
CURRENT CLASSIFICATION OF SUPERVISOR Assistant Executive Officer		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		
45%	Under the direct supervision of an Assistant Executive Officer 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: Provide program support including the review and filing of scientific water quality program reports; data entry; copy and scan scientific documents; archive documents; pull scientific water quality reports for review; distribute technical water quality documents; review, search, scan and convert technical reports to electronic format; assist in file inventory and maintenance; assist in preparation of data for statistical analyses or modeling studies; assist in scientific data gathering; conduct literature surveys to locate or summarize information and compile bibliographies; obtain books and journal articles from libraries; perform routine tasks on Water Board computer systems including entering field and/or lab data into computer systems or retrieving requested data; assist in preparation of reports and research papers; maintain and update case records/database; track regional project progress status; review and compile information/data from technical reports.		
25%	Assist in preparation of water quality scientific research projects; assist in the development of various routine scientific reports, memos, and formal and informal enforcement documents; use computer applications such as Microsoft Word, Excel, and PowerPoint.		
25%	Assist in field work; including water sampling at the Salton Sea and at the New River, and other locations; assist in the collection processing, and analysis of field samples; assist in the collection and recording of water quality data.		

5%	Perform other assigned duties as required. Employee Signature: _____ Date Signed: _____
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