

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) North Coast Regional Water Quality Control Board	UNIT Adaptive Management Unit	POSITION # 880-110-1931-903	DATE November 10, 2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Scientific Aid		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Katharine Carter			
CURRENT CLASSIFICATION OF SUPERVISOR Senior Environmental Scientist		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 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:		
45%	Assist with water quality data analysis and reporting on surface waters in the North Coast Region for programs including, but not limited to: Watershed Stewardship, Basin Planning, and Freshwater Harmful Algal Bloom (FHAB). Tasks include technical memo and report writing, data quality assurance reviews, and data formatting and analysis of water, sediment, biological, and toxicity data using various programs.		
25%	Assist with laboratory and field work. Laboratory tasks include, but are not limited to: equipment maintenance, equipment calibration, and laboratory organization. Field work tasks include, but are not limited to: monitoring plan development, sample site identification and reconnaissance, field data collection of water quality related parameters (including soil, cyanobacteria, or water data collection), sample processing, and sample shipping. Field work may include travel to remote locations, navigating uneven and rugged terrain for extended periods of time, extreme temperatures throughout the workday, carrying more than 20 lbs, and long workdays that may exceed 8 hours per day or may be outside of normal work hours. All field work will be conducted in pairs and in accordance with field safety protocols.		
15%	Participate in project teams with an initial focus on Elk River, Scott River, and Shasta River Stewardship Program work; flow related Basin Planning Projects; and Freshwater and Estuarine Harmful Algal Bloom (FHABs). Tasks include, but are not limited to: assisting with scientific research, literature reviews and synthesis, and geographical information systems (GIS) mapping and analysis.		

10%	Assist with water quality data organization and management tasks. Format, enter, and retrieve water quality data to/from the Water Boards' tracking systems, such as the Surface Water Ambient Monitoring Program (SWAMP), California Data Exchange Center (CEDEN), and FHAB databases.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	