

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Central Valley Water Board Region 5 Fresno	UNIT Title 27	POSITION # 880-155-1931-903	DATE March 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Scientific Aid		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Kristen Gomes			
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 various technical scientific reports and extract relevant water quality information; enter relevant information into various databases (e.g. California Environmental Data Exchange, Microsoft Access and Excel) and spreadsheets. Archive and file documents.		
20%	Assist in the preparation of water quality scientific research projects and assist in the development of various routine scientific reports, memos, permits and formal and informal enforcement documents.		
20%	Participate in water quality site inspections and field sampling. Assist analyzing samples and in identifying and documenting water quality violations and the development of informal and formal enforcement actions. This includes navigating uneven, rugged terrain and transporting equipment for extended periods of time during a working day, under various weather conditions.		
15%	Provide support including review and filing scientific water quality program reports pertaining to the specific units; data entry; copying and scanning scientific documents, archive documents; pulling scientific water quality reports for public review; preparing mass informational mailing notices; distributing technical water quality documents; assisting in file inventory and maintenance; and answering phones from the public regarding basic routine scientific related issues.		

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