



Classification: Scientific Aid
 Position Number: 880-120-1931-903

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-120-093	Classification Title: Scientific Aid	Position Number: 880-120-1931-903
Incumbent Name: Vacant	Working Title: Scientific Aid	Effective Date: April 2024
Tenure: Temporary	Time Base: Intermittent	CBID: R11
Division/Office: San Francisco Bay Regional Water Quality Control Board (Region 2)		Section/Unit: Planning Division / Agricultural Lands Programs
Supervisor's Name: Laurie Taul		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the direct supervision of a Senior Environmental Scientist (Supervisory) 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.
Position Description
Commensurate with training and experience, the Scientific Aid assists in the performance of sub-professional scientific and technical work related to the Planning Division's water quality programs. The incumbent is expected to support staff with administrative tasks associated with non-point source regulatory programs for confined animal facilities, grazing lands, cannabis cultivation, and vineyards. Tasks will also include outdoor fieldwork to support the Surface Water Ambient Monitoring Program (SWAMP). Specific responsibilities are described below.
Essential Functions (Including percentage of time):



45%	Assist Non-Point Source staff from the Grazing, Confined Animal Facility, Vineyard, and Cannabis Programs with duties including: Geographic Information System (GIS) data compilation, spatial analysis and display; database entry and management; annual report review; compiling summaries of program compliance rates; stakeholder outreach and development of public education materials; drafting basic letters; managing files; participating in field inspections; and email correspondence. Conduct first level review of reports, plans, and other submissions required of facilities. Assess their level of conformance with relevant policies and requirements. Tasks include flagging documents that are incomplete, technically inadequate, or require additional review by Non-Point Source staff.
25%	Support Surface Water Ambient Monitoring Program (SWAMP) staff with duties including: fieldwork using SWAMP Standard Operating Procedures and the SWAMP Quality Assurance Program Plan (QAPrP); using parcel databases to research and secure landowner access for sampling; organizing equipment for field work; participating in on-site fieldwork to collect water column, sediment, and bioassessment samples; evaluating stream physical habitat quality; creating GIS maps of sample locations and sample results; analyzing data for exceedances of water quality guidelines using Excel or R; supporting data management and report writing.
15%	In collaboration with external stakeholders and consistent with the supervisor's priorities, assist in the management of Planning Division projects by scoping, planning, tracking, communicating, and revising schedules to ensure workload is completed and deadlines are met. Establish, adapt, and meet milestones and completion dates of assigned tasks and projects.
Marginal Functions (Including percentage of time):	
5%	Communicate orally and in writing via email, written reports, project correspondence, power point presentations and meetings with peers, supervisors, management, and external stakeholders. Provide status of tasks or projects, share technical and regulatory information, seek input, and facilitate and support decisions.
5%	Work collaboratively in groups internally and with external stakeholders to develop technical, regulatory, and procedural recommendations for projects and issues related to their expertise and assignments.
5%	Perform other duties as required.
Typical Physical Conditions/Demands:	



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The job requires extensive use of an agency-provided personal computer and the ability to sit/stand at a desk, communicate regularly through Microsoft Teams, and type on a keyboard for extended periods. Work in the field conducting site visits, inspections, and/or monitoring tasks may require the ability to operate light-duty trucks and passenger vehicles, bend and reach above shoulders to retrieve equipment, and navigate uneven, rugged terrain for extended periods, in extreme temperatures throughout the workday.

Typical Working Conditions:

The incumbent works on the 15th floor of a high-rise office building in downtown Oakland, in an enclosed office cubicle. The work schedule is flexible, to be set in consultation with the direct supervisor as a combination of days and hours between Monday through Friday, 8AM to 5PM. A hybrid work environment including a weekly combination of days working from home and the office is allowed. Travel may be required locally and within the state.

Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Name	Employee Signature	Date