



Classification: Scientific Aid  
 Position Number: 880-155-1931-903

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 23-155-044	<b>Classification Title:</b> Scientific Aid	<b>Position Number:</b> 880-155-1931-903
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Scientific Aid	<b>Effective Date:</b> April 2024
<b>Tenure:</b> Non Tenured	<b>Time Base:</b> Intermittent	<b>CBID:</b> R11
<b>Division/Office:</b> Central Valley Regional Water Quality Control Board/Fresno		<b>Section/Unit:</b> Confined Animals, Irrigated Lands & Title 27/Title 27
<b>Supervisor's Name:</b> Kristen Gomes		<b>Supervisor's Classification:</b> Senior Water Resource Control Engineer

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

<p><b>General Statement</b></p> <p>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.</p>
<p><b>Position Description</b></p> <p>The Scientific Aid is responsible for providing assistance in field sampling and performing laboratory analysis during the sampling season. The Scientific Aid is also responsible for data entry, tracking, and reporting; review and preparation of technical documents; and providing permitting and enforcement assistance. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.</p>



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**Essential Functions (Including percentage of time):**

25%	Assist in the preparation of water quality scientific research projects and assist in the development of various routine scientific reports, letters, memos, permits and formal and informal enforcement documents.
25%	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.
25%	Program support including: review and file scientific water quality program reports pertaining to specific units; determine and track compliance with various permits; data entry; copy and scan scientific documents, archive documents; pull scientific water quality reports for public review; prepare mass informational mailing notices; distribute technical water quality documents; assist in file inventory and maintenance; respond to written and verbal communications from dischargers and the public regarding basic routine scientific related issues; and use geographic information system (GIS) and/or Google Earth.
20%	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, California Integrated Water Quality System, Stormwater Multiple Application and Report Tracking System) and spreadsheets. Archive and file documents.

**Marginal Functions (Including percentage of time):**

5%	Perform other duties as required.
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**Typical Physical Conditions/Demands:**

The job requires navigating uneven, rugged terrain and transporting equipment for extended periods of time during a working day, under various weather conditions. It also requires the ability to carry up to 50 lbs. It requires the use of laboratory equipment/chemicals and the extensive use of a computer. It requires the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

**Typical Working Conditions:**

During the sampling season (typically the summer months), the incumbent will spend the majority of their time assisting in field and laboratory work. The work schedule is Monday through Friday, with earlier morning hours for the field days. The incumbent will work in the field, laboratory, and office. For office work, the incumbent works in the Fresno office, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required locally and within the state.

**Supervisor Statement**



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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