



Classification: Scientific Aid
Position Number: 880-157-1931-903

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-157-015	Classification Title: Scientific Aid	Position Number: 800-157-1931-903
Incumbent Name: Vacant	Working Title: Scientific Aid	Effective Date: TBD
Tenure: Temporary	Time Base: Intermittent	CBID: R11
Division/Office: Central Valley Regional Water Quality Control Board/Redding		Section/Unit: NPDES, Permitting/Enforcement
Supervisor's Name: Vacant		Supervisor's Classification: Senior Water Resource Control Engineer (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: <i>Julia Fisher-Luna</i>	Date: 11/20/2025

General Statement
Under the direct supervision of a Senior Water Resource Control Engineer (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
The Scientific Aid (SA) is responsible for providing timely and professional technical assistance to the public and staff within the Department, by phone, e-mail, mail, and in person. The SA is required to work independently, communicate effectively, manage multiple tasks, and become proficient in assigned duties. Daily proficient utilization of office equipment and the Microsoft Office Suite is required. Occasional use of field equipment, including field vehicles, may also be required.



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Essential Functions (Including percentage of time):

40%	Review various technical scientific reports, extract relevant water quality information, enter relevant information into various databases and spreadsheets.
20%	Assist in the preparation of water quality scientific research projects; and assist in the development of various routine scientific reports, memoranda, permits, and formal and informal enforcement documents.
20%	Participate in water quality site inspections and field sampling. Assist in identifying and documenting water quality violations and the development of informal and formal enforcement actions.
15%	Provide support including: review and file scientific water quality program reports pertaining to the specific units; 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; and answer phone calls from the public regarding basic routine scientific related issues.

Marginal Functions (Including percentage of time):

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

The job requires extensive use of a personal computer and 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. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 50 lbs., standing/sitting for long periods of time, etc.

Typical Working Conditions:

The incumbent works in a two-story office building in Redding, Shasta County. Smoking is not allowed in the office building. The incumbent's office workspace is an enclosed, non-windowed office cubicle that may be shared with other staff. The incumbent communicates daily with other staff and the public. The work schedule is Monday through Friday, unless otherwise approved by management. Overtime is not allowed, unless approved by management. Travel may be required within the state and occasionally includes overnight stays.



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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 Name	Employee Signature	Date