



Classification: Scientific Aid
Position Number: 880-150-1931-903

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 25-150-022	Classification Title: Scientific Aid	Position Number: 880-150-1931-903
Incumbent Name: Vacant	Working Title: ILRP Scientific Aid	Effective Date: TBD
Tenure: Temporary	Time Base: Intermittent	CBID: R11
Division/Office: Central Valley Regional Water Quality Control Board/Sacramento (Rancho Cordova)		Section/Unit: Irrigated Lands Assessment and Planning/ Monitoring and Implementation Unit
Supervisor's Name: Petra Lee		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:

HR Analyst Approval: *Judy Fiedler-Luna*

Date: 11/24/2025

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

The Scientific Aid Position is responsible for supporting Irrigated Lands Program staff in their duties. Tasks include processing data, field work, report review and correspondence with the public. Proficient use of office equipment and the Microsoft Office Suite is required.



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Essential Functions (Including percentage of time):

35%	Program support including scientific report review, data entry, data organization, archiving documents, responding to public records act requests, and public outreach including phone and email response and tabling events.
30%	Support the preparation of water quality scientific research projects, assist in the development of various internal and external correspondences, and provide formal and informal enforcement support.
30%	Participate in site inspections including potential water quality sampling. Assist in identifying and documenting water quality violations and the development of informal and formal enforcement actions. Some driving and moderate lifting may be required.

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 terrain from time to time. Must be able to operate a motorized vehicle to inspections sites.

Typical Working Conditions:

The incumbent works in an office cubicle in a smoke-free environment. The work schedule is Monday through Friday, and adjustments for the 1,500-hour annual limit will be made. 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