



Classification: Scientific Aid  
Position Number: 880-140-1931-903

## DUTY STATEMENT

CURRENT

PROPOSED

<b>RPA Number:</b> 25-140-079	<b>Classification Title:</b> Scientific Aid	<b>Position Number:</b> 880-140-1931-903
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Scientific Aid	<b>Effective Date:</b> TBD
<b>Tenure:</b> Temporary	<b>Time Base:</b> Intermittent	<b>CBID:</b> R11
<b>Division/Office:</b> Los Angeles Regional Water Quality Control Board- Region 4	<b>Section/Unit:</b> Compliance & Enforcement Section / Enforcement I Unit	
<b>Supervisor's Name:</b> Ching To	<b>Supervisor's Classification:</b> Senior Water Resource Control Engineer (Supervisory)	

### Human Resources Use Only:

**HR Analyst Approval:** *Tiffani Pace*

**Date:** January 29, 2026

### General Statement

Under the direct supervision of a Senior Water Resources 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 is responsible for assisting in: reviews and analyses of technical and environmental data; investigations; inspections; and preparations of informal and formal enforcement actions to ensure compliance with the California Water Code, Clean Water Act, National Pollutant Discharge Elimination System (NPDES) permits, the State Water Board's Sanitary Sewer System Waste Discharge Requirements, and other Los Angeles Water Board Orders. The Scientific Aid must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and the ability to perform the assigned duties of the class.

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



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40%	Review and evaluate Self-Monitoring Reports (SMRs) and other technical reports submitted pursuant to National Pollutant Discharge Elimination System (NPDES) permits, State Water Board's Sanitary Sewer System Waste Discharge Requirements, and other Regional Water Board orders. Assist with entering, tracking, and reporting data using the California Integrated Water Quality System (CIWQS) and Electronic Content Management (ECM) databases. Compile data from CIWQS and ECM to create reports for management and help staff effectively document violations and create enforcement actions. Use various databases to track enforcement activities.
20%	Reach out to permittees for missing reports and educating them on permit requirements. Assist in preparations of reports and informal or formal enforcement actions. Conduct literature searches on specific topics. Retrieve, compile, organize and extract critical information from scientific papers, as directed by the supervisor.
20%	Assist in field and facility inspections to ensure compliance with Regional Water Board orders and enforcement actions. Assist in the collection, processing, and analysis of field samples. Assist in environmental monitoring and research studies; collect and transport environmental samples. Prepare sampling documentation, materials, and supplies. Assist in the operation and maintenance of sampling equipment and preparation of standard operating procedures.
15%	Assist in coordinating Public Records Act requests and file reviews requested by consultants, lawyers and the public. Pull and reinstate files from file rooms after file reviews.

#### **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. Possession of a current and valid driver's license and ability to operate a vehicle to travel and conduct site inspections.

#### **Typical Working Conditions:**

The incumbent works on the 2nd floor of an office building in downtown Los Angeles, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is part time during a Monday to Friday work week. Travel may be required locally and within the state. The incumbent may be eligible for telework with in-person attendance based on the operational needs of the position and an approved telework agreement.

#### **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