



Classification: Scientific Aid
Position Number: 880-456-1931-903

DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: 25-456-038	Classification Title: Scientific Aid	Position Number: 880-456-1931-903
Incumbent Name: VACANT	Working Title: Scientific Aid	Effective Date: TBD
Tenure: Temporary	Time Base: Intermittent	CBID: R11
Division/Office: Division of Drinking Water/Central California Field Operations	Section/Unit: North Central Section-Section III/Monterey District 5	
Supervisor's Name: Jonathan Weininger	Supervisor's Classification: Senior Water Resource Control Engineer	

Human Resources Use Only:

HR Analyst Approval: *Nina Lopez*

Date: 02/05/2026

General Statement

Under the direct supervision of a Senior Water Resource Control Engineer of the Monterey District in the Division of Drinking Water's (DDW's) Monterey Office with the State Water Resources Control Board (SWRCB) 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 providing timely and entry level assistance to the public and staff within the Division of Drinking Water, by phone, e-mail, mail, and in person. The Scientific Aid is required to work independently, communicate effectively, manage multiple tasks, and become proficient in assigned duties. Daily proficient use 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):

35%	Assist in the collection, analysis, interpretation, and processing of water quality monitoring and other data from public water systems to determine compliance with drinking water standards and monitoring and reporting requirements. Process incoming documentation and correspondence. Maintain databases and spreadsheets. Track reports and compliance due dates and notify staff and water systems of need for follow-up action to ensure public water systems comply with directives from the Division of Drinking Water. Generate and update monitoring schedules, send water quality correspondence to staff and water systems, query reports, assist in investigations, and prepare reports and other documents for staff review.
35%	Assist staff with the preparation of drinking water system permits, inspections, enforcement actions, and other correspondence, which also includes document review, field water quality testing, notes, and photographs. Assist staff in preparing reports, correspondence, and follow up documents.
20%	Assist with various administrative tasks including processing and sending mail, document accessibility conversion and checks, filing, scanning, and organizing archived documents, answering phones, organizing files, gathering documents for record requests, and related tasks.

Marginal Functions (Including percentage of time):

5%	Provide oversight of a small onsite laboratory, which includes equipment for analyzing bacteria, chlorine residual, turbidity, pH, and nitrification parameters. Assist with calibrating and maintaining water quality monitoring equipment. Maintain lab records, inventory, organization, and cleanliness.
5%	Perform other duties as required.

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 state owned or leased facility, 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. Collaboration with field operation branch staff may require in-office participation.



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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 Signature	Date