



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

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 25-150-047	<b>Classification Title:</b> Scientific Aid	<b>Position Number:</b> 880-150-1931-903
<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> Central Valley Regional Water Quality Control Board/Sacramento (Rancho Cordova)		<b>Section/Unit:</b> Point Source Permitting/Stormwater and Water Quality Certification Unit
<b>Supervisor's Name:</b> Stephanie Tadlock		<b>Supervisor's Classification:</b> Senior Environmental Scientist (Supervisory)

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> <i>Jennifer Frederic-Suma</i>	<b>Date:</b> 02/13/2026

**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 will review, process, and file various 401/Dredging permit-required and wastewater and municipal storm water submittals; review wastewater monitoring reports and municipal storm water annual reports to determine compliance with applicable NPDES permit requirements; process and track municipal storm water complaints and spills and obtain reports from municipalities on their investigation and actions to address the complaints or spills; conduct compliance review of reporting requirements for water quality certifications and waste discharge requirements; and perform other duties as required.



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

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

45%	Assist staff in maintaining template letters and scientific documents. Create and maintain spreadsheets and databases to evaluate and track projects and program data. Assist in preparing documents and files for Board Meeting proceedings.
35%	Assist specialist in maintaining discharger correspondence tracking databases and compile discharger reporting correspondence on behalf of the Board specialist. Create and maintain spreadsheets to evaluate and respond to permit and program data. Assist in preparing documents and files for public outreach and Board Meeting proceedings
15%	Provide technical scientific support to Board staff project managers. Use Microsoft Office programs to provide database management support for Board staff project managers. Compile files and information to respond to and track incoming program related public records act requests. Provide administrative support and coordinate with office administrative staff.

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

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 a desk, the use of a phone, and typing on a keyboard for extended periods of time. The job requires the ability to lift 15 pounds and bend and reach above shoulders to retrieve files and/or documents. The job requires the ability to stand or sit for long periods of time.

**Typical Working Conditions:**

The incumbent works on the ground floor of an office building in Rancho Cordova, 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**

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