



Classification: Scientific Aid
 Position Number: 880-250-1931-903

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-250-108	Classification Title: Scientific Aid	Position Number: 880-250-1931-903
Incumbent Name: Vacant	Working Title: Scientific Aid	Effective Date: January 2026
Tenure: Non-Tenured	Time Base: Intermittent	CBID: R11
Division/Office: Division of Water Quality		Section/Unit: Sustainable Water Plans and Policies II Section Recycled Water & Desalination Unit
Supervisor's Name: Laura McLellan		Supervisor's Classification: Senior Environmental Scientist

Human Resources Use Only:	
HR Analyst Approval: Kathleen Hill	Date: February 23, 2026

General Statement
Under the direct supervision of a Senior Environmental Scientist 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 conducts scientific and technical work to support the Unit in implementing the Water Quality Control Policy for Recycled Water (Recycled Water Policy), the Recycled Water Research Program, and advancing the use of desalinated brackish groundwater as a water supply while protecting human health and the environment. The Scientific Aid is required to work independently, communicate effectively, manage multiple tasks, and solicit and consider input when completing work assignments.
Essential Functions (Including percentage of time):



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30%	Perform research to assist in collecting, compiling, organizing, and summarizing scientific information pertaining to the Sustainable Water Plans and Policies II Section regulatory measures, policies, and projects. This includes projects related to the Governor’s 2022 Water Supply Strategy, as well as the State Water Board’s Recycled Water Policy, brackish groundwater desalination, recycled water research program, salt and nutrient management planning, Strategy to Optimize Resource Management of Stormwater (STORMS) Program,, and the development and implementation of other plans and policies in the Sustainable Water Plans and Policies Section. Sources for this information include internet, intranet, historical documents, staff expertise, and databases.
20%	Conduct statistical analyses, modeling studies, and information compilation and visualization to assist with the interpretation of technical data for various purposes such as permit development, permit compliance, public or interested party inquiries, staff assignments, and the preparation of other State Water Board documents. Use departmental computer systems and databases to enter and retrieve laboratory and/or field data. Perform research, analyze data, and create maps using GIS mapping and spatial analytic software. Assist staff in field investigation and water quality assessments.
20%	Review reports from staff, contract deliverables, other agencies, permittees, reporting organizations, and other sources of information to verify accuracy of technical components, computations, and verbiage to support the work of the Sustainable Water Plans and Policies Section. Monitor and track the status of projects by soliciting information from staff, accessing spreadsheets, tables, and databases, and updating with current information.
Marginal Functions (Including percentage of time):	
10%	Assist with the updating of information posted on Division of Water Quality program webpages. Review webpages and make recommendations to staff for updates of posted information to better convey program information to the public. Write new content for program webpages. Complete and submit the required Division of Information Technology request forms to finalize the webpage changes.



10%	Assist with planning, organizing, and coordinating meetings, workshops, webinars, and site visits. Provide information and respond to phone calls, correspondence, staff inquiries, public records requests, and other inquiries. Represent the Water Boards in outreach and engagement efforts, including giving presentations, facilitating meetings and workshops, and conducting Tribal consultations. Support the unit in conducting equitable community and Tribal outreach and engagement, establishing and maintaining partnerships, and fostering open communication for voices from historically underserved and disadvantaged communities, including conducting outreach and analyses and developing findings consistent with Water Code section 13149.2. Support the unit in conducting programmatic assessments and identify actions to implement the Water Board’s Racial Equity Resolution, Racial Equity Action Plan, Human Right to Water Resolution, and Climate Change Resolution in integrated water resource management. In cooperation with the Communications Office and the Office of Public Participation, develop talking points, presentations, and outreach material for members of the media and the public. Clearly convey complex analyses and concepts to diverse audiences and respond to technical and regulatory questions.
5%	Track legislative updates and prepare analyses for bills. Prepare and respond to inquiries regarding budget change proposals. Consult with the Office of the Chief Counsel and provide advice to staff and management on the preparation of administrative records for review by the Office of Administrative Law and for petitions submitted to the State Water Board. Analyze proposed legislation that may affect the programs in the Unit. Provide staff support on other projects based on section and Division priorities.
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. The job also requires attending meetings virtually as well as in person. This position requires travel to various locations throughout the state by car, rail, and air to attend meetings, trainings, and site visits.

Typical Working Conditions:

The incumbent works in an office cubicle on the 15th floor of a high-rise office building in downtown Sacramento. The work schedule is Monday through Friday. Periodic 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.



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Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date