



Classification: Scientific Aid
Position Number: 880-270-1931-903

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-270-005	Classification Title: Scientific Aid	Position Number: 880-270-1931-903
Incumbent Name: Vacant	Working Title: Scientific Aid	Effective Date: TBD
Tenure: Temporary	Time Base: Intermittent	CBID: R11
Division/Office: Office of Information Management and Analysis		Section/Unit: Monitoring Council
Supervisor's Name: Greg Gearheart		Supervisor's Classification: Career Executive Assignment (CEA), Level A

Human Resources Use Only:	
HR Analyst Approval: <i>Nina Lopez</i>	Date: 02/25/2026

General Statement
Under the direct supervision of a CEA, Level A, Deputy Director 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 assists with water quality data science, communication, and coordination tasks in support of the California Water Quality Monitoring Council (Monitoring Council). Established by the state legislature, the Monitoring Council is a non-regulatory, interagency advisory body that works to improve water quality and ecosystem monitoring efficiency, foster collaboration between agencies and non-governmental organizations, and ensure that data and information are accessible to decision-makers and the public.



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Essential Functions (Including percentage of time):	
25%	Assist with the application of data science techniques to enhance interoperability, transparency, accessibility, and equitable use of water quality monitoring data collected in California waterways.
25%	Assist with the design and development of webpages, maps, and dashboards that integrated and visualize water quality monitoring data to inform agency partners, Tribes, community groups, and other interested parties.
25%	Research and summarize technical information on water quality and ecosystem science, emerging technologies, and procedures to support informed discussions at Monitoring Council and workgroup meetings. Respond to requests to access, compile and transmit water quality and environmental datasets, and documents.
15%	Assist in developing outreach materials that effectively communicate water quality risks (e.g., swimming safety, fish consumption) to the public, with a focus on communities most at risk.
Marginal Functions (Including percentage of time):	
5%	Assist with equitable community and Tribal outreach and engagement in coordination and guidance from Tribal Affairs, maintaining partnerships, and fostering open communication with historically underserved and disadvantaged communities.
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, utilize a phone, and type on a keyboard for extended periods of time. The job requires participating in virtual and in-person meetings. The job may occasionally require the ability to lift 15 pounds and to bend and reach above shoulders to retrieve files and/or documents. Occasional fieldwork may require traversing through aquatic habitats and over uneven terrain and may involve carrying heavy equipment.	
Typical Working Conditions:	
The incumbent works remotely or on the 19th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel is occasionally required locally and within the state with overnight stays.	



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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
Greg Gearheart		
Employee Name	Employee Signature	Date