



Classification: Scientific Aid
 Position Number: 880-190-1931-903

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-190-051	Classification Title: Scientific Aid	Position Number: 880-190-1931-903
Incumbent Name: Vacant	Working Title: Scientific Aid	Effective Date: TBD
Tenure: Temporary	Time Base: Intermittent	CBID: R11
Division/Office: San Diego Region Water Quality Control Board-Region 9		Section/Unit: Surface Water Protection Branch/Source Control Regulation Unit
Supervisor's Name: Melissa Corona		Supervisor's Classification: Senior Water Resources Control Engineer (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: <i>Tiffany Pace</i>	Date: April 3, 2026

General Statement
Under the direct supervision of a Senior Water Resource 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 will play a key role in supporting our organization's efforts and for providing timely and professional assistance to the public and staff within the Unit, by phone, e-mail, mail, video conference, and in person. The Scientific Aid is expected to work independently, communicate effectively, manage multiple tasks, and become proficient in duties. Daily proficient use of office equipment and the Microsoft Office suite is required.



Essential Functions (Including percentage of time):

40%	Assist in the development, administration, and enforcement of National Pollutant Discharge Elimination System (NPDES) permits and waste discharge requirements (WDRs) managed by water quality programs. Assist with activities related to the identification, research, development, review, and interpretation of permit and regulatory requirements. Assist with tasks such as site inspections, field investigations, and water quality sample collections. Assist with entering field and/or lab data into computer systems or retrieving requested data for program staff. Maintain spreadsheets to track and plan facility inspections, permit actions, self-monitoring report reviews, and discharger compliance.
20%	Assist in the review and preparation of technical reports, environmental documents, and research papers. Assist in the evaluation of water quality data and other monitoring results to determine the chemical and biological integrity of receiving waters.
20%	Enter information and index documents in the Enterprise Content Management System (ECM) and ensure proper linkage to the Storm Water Multiple Application and Report Tracking System (SMARTS), the California Integrated Water Quality System (CIWQS), and other databases. Review data and troubleshooting errors within the database systems. Upload files, enter information, and generate reports using ECM, SMARTS, and CIWQS. Create and modify Microsoft (MS) Word documents, MS Excel spreadsheets and geographic information system (GIS) files related to program support. Assist with records retrieval and correspondence in response to public record requests.
15%	Assist with gathering data and preparing documents and presentations for public review, comment, and participation. Assist with gathering data and preparing documents and presentations for meetings and hearings.

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 remain stationary at a desk, utilize a phone, and use a keyboard for extended periods of time. This job also requires the ability to retrieve and/or move files, documents, or materials of up to 15 pounds. The job requires field inspections and tours and the ability to navigate uneven, rugged terrain for extended periods of time in extreme temperatures throughout the workday. The job requires field investigations at sites where toxic and hazardous materials may be stored or discharged.

Typical Working Conditions:

The position is located in an office building in San Diego with the opportunity to participate in the Water Board's telework program. The regular work schedule is Monday through Friday and involves some planned and unplanned evening and weekend work to respond to water quality incidents, spills, and emergencies. Travel may be required locally and within the state.



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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