



Classification: Scientific Aid  
 Position Number: 880-140-1931-903

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 25-140-128	<b>Classification Title:</b> Scientific Aid	<b>Position Number:</b> 880-140-1931-903
<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> Los Angeles Regional Water Quality Control Board-Region 4		<b>Section/Unit:</b> Compliance & Enforcement Program/Stormwater Compliance Unit
<b>Supervisor's Name:</b> Nerissa Schrader		<b>Supervisor's Classification:</b> Senior Water Resource Control Engineer (Supervisory)

<b>Human Resources Use Only:</b>		
<b>HR Analyst Approval:</b>	<i>Tiffani Pace</i>	<b>Date:</b> May 22, 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 Water 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 (SA) performs tasks to support the Los Angeles Regional Water Quality Control Board's Stormwater Compliance and Enforcement Unit, assist in the review and analyses of technical and environmental data, file/record reviews, and field inspection and investigation information/data and prepare informal and formal enforcement actions to ensure compliance with the California Water Code, Clean Water Act, National Pollutant Discharge Elimination System (NPDES) permits, and other Los Angeles Water Board Orders. The SA must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and the ability to perform the assigned duties of the class.

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



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40%	Respond to requests made by the public and other internal/external customers and coordinate requests for records and document and file reviews. Enter, track, maintain, and record requests and other data into tracking logs, database, Storm Water Multiple Application and Report Tracking Systems (SMARTS), and other record tracking databases. Assist in the preparation of Board documents and other executive management requests.
30%	Respond to request for stormwater permittee information change and maintain records in SMARTS and internal database. Review stormwater reports and analyze environmental data to evaluate the compliance status of industrial facilities and construction sites. Assist in evaluating stormwater quality, wastewater quality, stormwater management plans, topographic maps, annual reports, and analytical and monitoring data. Acquire and analyze rain gauge data to evaluate potential stormwater runoff in areas missing stormwater sampling data. Assist in evaluating the adequacy of best management practices.
25%	Assist in conducting inspections at permitted and unpermitted industrial facilities and construction sites; sample collection; prepare for field inspection, equipment, materials, supplies, and H&S equipment; collect field information and other environmental data; collect, process, and analyze field samples; operate and maintain sampling equipment; generate field records and documentation; and prepare scientific reports. Review Self-Monitoring Report for direct data entry into SMARTS; develop Annual Stormwater reports from SMARTS; assist staff in compliance and enforcement actions and effectively document violations and actions into SMARTS; and issue stormwater enforcement letters and requests for information relating to insufficient stormwater monitoring, maps, plans, and reports.
<b>Marginal Functions (Including percentage of time):</b>	
5%	Perform other duties as required.
<b>Typical Physical Conditions/Demands:</b>	
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. Possession of a current and valid driver's license and ability to operate a vehicle to travel and provide field support during facility/site inspections and investigations.	
<b>Typical Working Conditions:</b>	
The incumbent works on the 1st floor of an office building in downtown Los Angeles, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is intermittent during the Monday through Friday work week. Travel may be required locally and within the state. The incumbent may be eligible for telework with in-person attendance based on the operational needs of the position and an approved telework agreement.	



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<b>Supervisor Statement</b>		
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