



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

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 25-150-079	<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		<b>Section/Unit:</b> Planning Section/TMDLs and Delta Program Unit
<b>Supervisor's Name:</b> Jessica Rader		<b>Supervisor's Classification:</b> Senior Environmental Scientist (Supervisory)

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> <i>Debra Fisher-Liu</i>	<b>Date:</b> 05/28/2026

<b>General Statement</b>
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.
<b>Position Description</b>
Under the direct supervision of a Senior Environmental Scientist (Supervisory), the Scientific Aid performs timely scientific support work for Planning Section programs, specifically, the Surface Water Ambient Monitoring Program (SWAMP). Using scientific skills, the incumbent supports staff through a variety of office and field work, including document management, data management, literature research, report preparation, field work preparation, sample collection, sample analysis, etc. The incumbent is required to work both independently and in a team environment, communicate effectively, manage multiple tasks, and be timely. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.
Program Objectives: SWAMP assesses water quality in all of California's surface waters. The program conducts monitoring directly and through collaborative partnerships, and provides numerous information products, all designed to support water resource management in California.



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

<b>Essential Functions (Including percentage of time):</b>	
30%	Participate in fieldwork, including sampling and/or site inspections for the SWAMP. Assist in laboratory analyses and maintenance activities.
30%	Review various technical scientific reports and field sheets, extract relevant water quality information and enter into spreadsheets and various databases, such as Access.
20%	Assist in the preparation of water quality scientific research projects; assist in the development of fact sheets and data assessments, such as Recreational Beneficial Use Assessments (RBUAs). Help with developing and maintaining water quality monitoring maps.
15%	Review and file scientific water quality program reports; enter data; copy and scan scientific documents, archive documents; pull scientific water quality reports for public review; prepare mass informational mailing notices; distribute technical water quality documents; assist in file inventory and maintenance; and answer inquiries from the public regarding basic routine scientific related issues.
<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 retrieve and/or move files, documents, or materials of up to 15 pounds. Fieldwork requires navigating uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, standing/sitting for long periods of time, carrying field equipment, etc. Must be able to operate a motorized vehicle to field sites.	
<b>Typical Working Conditions:</b>	
The incumbent works in a climate-controlled single level building in Rancho Cordova in an office cubicle under artificial lighting in a smoke-free environment. The incumbent is also expected to travel (when needed) to the Fresno and Redding offices. The Redding office has multiple floors. The work schedule is Monday through Friday. Travel may be required locally and within the state. If/when teleworking, the incumbent shall have their dedicated workstation located at their designated alternate work location and may be required to use shared space when working in the office.	



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

<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