



Classification: Scientific Aid  
 Position Number: 880-155-1931-903

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 25-155-032	<b>Classification Title:</b> Scientific Aid	<b>Position Number:</b> 880-155-1931-903
<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/Fresno		<b>Section/Unit:</b> Confined Animals, Irrigated Lands and Title 27/Title 27
<b>Supervisor's Name:</b> Kristen Gomes		<b>Supervisor's Classification:</b> Senior Water Resource Control Engineer (Supervisory)

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> <i>Reynold Jackson-Lee</i>	<b>Date:</b> 06/05/2026

<b>General Statement</b>
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.
<b>Position Description</b>
The Scientific Aid is responsible for assisting in the collection and laboratory processing of water quality samples, which may include carrying equipment over uneven terrain. The Scientific Aid is also responsible for assisting with office-centric duties including file review, document preparation, and data processing.



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<b>Essential Functions (Including percentage of time):</b>	
40%	Review various technical scientific reports and extract relevant water quality information; enter relevant information into various databases (e.g. California Environmental Data Exchange, Microsoft Access and Excel) and spreadsheets.
20%	Assist in the preparation of water quality scientific research projects and assist in the development of various routine scientific reports, memos, permits and formal and informal enforcement documents.
20%	Participate in water quality site inspections and field sampling that may involve navigating uneven, rugged terrain and transporting equipment for extended periods of time during a working day, under various weather conditions. Assist in analyzing samples and identifying and documenting water quality violations. Assist in the development of informal and formal enforcement actions.
15%	Provide support including reviewing and filing scientific water quality program reports pertaining to the specific units; data entry; copying and scanning scientific documents, archiving documents; pulling scientific water quality reports for public review; preparing mass informational mailing notices; distributing technical water quality documents; assisting in file inventory and maintenance; and answering phones 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 lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 30 lbs, standing/sitting for long periods of time, etc.	
<b>Typical Working Conditions:</b>	
The incumbent works in an office building near downtown Fresno, in an enclosed, non-windowed office cubicle or laboratory in a smoke-free environment. The work schedule is Monday through Friday. Early morning hours on sample collection days may be necessary during the summer months or when the department is mission tasked. Travel may be required locally and within the state.	



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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