



Classification: Scientific Aid
Position Number: 880-120-1931-903

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-120-008	Classification Title: Scientific Aid	Position Number: 880-120-1931-903
Incumbent Name: Vacant	Working Title: Scientific Aid	Effective Date: TBD
Tenure: Temporary	Time Base: Intermittent	CBID: R11
Division/Office: San Francisco Bay Regional Water Quality Control Board (Region 2)		Section/Unit: TMDL and Basin Planning Section
Supervisor's Name: Sara Jacobs		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:

HR Analyst Approval: *Rebecca Ramirez*

Date:

General Statement

Under the close 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.

Position Description

Working under established policies and guidelines, the Scientific Aid performs scientific and technical support work related to the National Pollutant Discharge Elimination System (NPDES) Wastewater, Planning, and Watershed Management Divisions' water quality programs which may include the Total Maximum Daily Load Program, Dredging Program, Non-point Source Program, NPDES stormwater and wastewater programs, Waste Discharge to Land Program, Recycled Water Program, and 401 Certification Program. Using scientific skills, the incumbent is expected to support staff to evaluate, review, check, and interpret permit applications, technical reports, specifications, and monitoring data; conduct compliance inspections and audits; prepare reports and complete outdoor fieldwork to support monitoring, site visits, inspections, and investigations. The incumbent will assist staff to manage case information using the appropriate internal web-based databases such as the California Integrated Water Quality System (CIWQS), Stormwater Multiple Application Reporting & Tracking System (SMARTS), GeoTracker, and Paperless Office (ECM).



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Essential Functions (Including percentage of time):

35%	Support staff with field work including site visits, inspections, investigations, and monitoring using established policies and procedures such as the Surface Water Ambient Monitoring Program (SWAMP) Standard Operating Procedures and the SWAMP Quality Assurance Program Plan (QAPP). Help prepare documents, land access, and various equipment for field work. Join Water Board staff on some field inspections to support the inspection process and evidence collection procedures. Assist Water Board staff with processing and analyzing scientific evidence from field investigations and verifying compliance with any permit requirements.
30%	Assist Water Board staff on projects by preparing drafts of letters, permits, charts, and presentations. Assist Water Board staff on scientific investigations, first level review and comment on permit applications and reports, compliance assessments, and enforcement efforts, including helping to evaluate water quality and compliance with legal requirements. Tasks include flagging documents that are incomplete, technically inadequate, or require additional review by Water Board staff. Provide status of tasks or projects, share technical and regulatory information, seek input, and facilitate and support decisions. Support staff to respond timely to inquiries from the regulated community, interested parties, tribes, and local, state, and federal agencies. Manage assignments by establishing, adapting, and meeting milestones and completion dates for assigned tasks.
20%	Scan documents and enter case information into CIWQS, SMARTS, GeoTracker, Paperless Office (ECM), and other internal and web-based databases. Help Water Board staff conduct queries from databases and scientific analysis to determine discharger compliance. Respond to public and staff inquiries.

Marginal Functions (Including percentage of time):

5%	Provide written correspondence regarding projects via email with peers, supervisors and management, and interested parties. Assist Water Board staff to develop written reports, project correspondence, and PowerPoint presentations and attend meetings with peers, supervisors, management, and interested parties. Provide status of assignments, seek input and share information.
5%	Work collaboratively in groups internally and with interested parties to support development of technical, regulatory, and procedural recommendations for projects and issues.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:



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The job requires extensive use of an agency-provided personal computer and the ability to sit/stand at a desk and utilize a keyboard for extended periods of time. The job requires the ability to lift 25 pounds to collect water quality samples in the field, and retrieve files and/or documents in the office. Although infrequent, the job requires the ability to navigate through uneven, rugged terrain, navigate in streams and rivers over rocky terrain while wearing waders, perform field work in extreme temperatures throughout the workday, and carry up to 50 pounds.

Typical Working Conditions:

The incumbent works on the 15th floor of a high-rise office building in downtown Oakland, in an enclosed office cubicle. The work schedule is Monday through Friday, in a hybrid environment. Field work for this position is required and can result in working up to 10 hours a day. Travel to field sites is required for water quality sampling, site visits, and inspections within the Region. Travel may be required within the state.

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
Sara Jacobs		
Employee Name	Employee Signature	Date