



Classification: Scientific Aid
Position Number: 880-250-1931-903

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-250-161	Classification Title: Scientific Aid	Position Number: 880-250-1931-903
Incumbent Name: Vacant	Working Title: Scientific Aid	Effective Date: July 2026
Tenure: Non-Tenured	Time Base: Intermittent	CBID: R11
Division/Office: Division of Water Quality		Section/Unit: Sustainable Water Plans and Policies I Section Pretreatment and Constituents of Emerging Concern Unit
Supervisor's Name: Rebecca Greenwood		Supervisor's Classification: Senior Engineering Geologist (Supervisory)

Human Resources Use Only:

HR Analyst Approval: Kathleen Hill

Date: July 20, 2026

General Statement

Under the direct supervision of Senior Engineering Geologist (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 is responsible for providing timely and professional technical assistance to the public and staff within the Surface Water Branch, by phone, e-mail, mail, and in person. The Scientific Aid is required to work independently, communicate effectively, and assist with a variety of technical and routine scientific tasks including preparation of presentations, data tables, figures, charts, and file research to summarize environmental information. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.

Essential Functions (Including percentage of time):	
30%	Perform research to assist in collecting, compiling, and summarizing scientific information pertaining to the Sustainable Water Plans and Policies I Section regulatory measures, policies, and projects. This includes support for compilation of water quality datasets from State Water Board's Groundwater Ambient Monitoring Assessment (GAMA) program, California Integrated Water Quality System Project (CIWQS), GeoTracker, California Environmental Data Exchange Network (CEDEN), and other publicly available environmental databases and publications.
25%	Assist staff in evaluating water quality data from compiled datasets and support development of data visualization products including maps using ArcGIS™ software, Tableau, or other types of graphical visualization software.
15%	Assist in the review reports from staff, contract deliverables, other agencies, permittees, reporting organizations, and other sources of information to verify accuracy of technical components, computations, and verbiage to support the work of the Surface Water Quality Branch and Sustainable Water Plans and Policies I Section.
15%	Assist staff that manage programs in the Surface Water/Regulatory Branch and Sustainable Water Plans and Policies I Section with a variety of technical and routine scientific tasks. This includes review of program web pages and support for updates of posted information, and preparation of Board presentations, data tables, figures, charts, and file research used to assess and summarize environmental information.
5%	Assist staff to develop and implement the Constituents of Emerging Concern Data Management Plan, Quality Management Plan, and Communication plans by providing support for team meetings, development of draft text, and coordinating document reviews.
Marginal Functions (Including percentage of time):	
5%	Assist with planning, organizing, and coordinating meetings, workshops, webinars, and site visits. Provide information and respond to phone calls, correspondence, staff inquiries, public records requests, and other inquiries. Represent the Water Boards in outreach and engagement efforts, including giving presentations, facilitating meetings and workshops, and conducting Tribal consultations. Support the unit in conducting equitable community and Tribal outreach and engagement, establishing and maintaining partnerships, and fostering open communication for voices from historically underserved and disadvantaged communities, including conducting outreach and analyses and developing findings consistent with Water Code section 13149.2. Support the unit in conducting programmatic assessments and identify actions to implement the Water Board's Racial Equity Resolution, Racial Equity Action Plan, Human Right to Water Resolution, and Climate Change Resolution in integrated water resource management. In cooperation with the Communications Office and the Office of Public Participation, develop talking points, presentations, and outreach material for members of the media and the public.



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	Clearly convey complex analyses and concepts to diverse audiences and respond to technical and regulatory questions.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

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. The job also requires giving presentations and attending meetings virtually as well as in person. This position requires travel to various locations throughout the state by car, rail, and air to attend meetings, trainings, and site visits.

Typical Working Conditions:

When in-office, the incumbent works in an office cubicle on the 15th floor of a high-rise office building in downtown Sacramento. The work schedule is Monday through Friday. Periodic travel is required locally and within the state, including occasional overnight travel.

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