



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

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-150-006	Classification Title: Scientific Aid	Position Number: 880-150-1931-903
Incumbent Name: Vacant	Working Title: Scientific Aid	Effective Date: TBD
Tenure: Temporary	Time Base: Intermittent	CBID: R11
Division/Office: Central Valley Regional Water Quality Control Board/Sacramento (Rancho Cordova)		Section/Unit: Cleanup Section/Private Sites Cleanup
Supervisor's Name: Robert Fagerness		Supervisor's Classification: Senior Water Resource Control Engineer (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: <i>Paula Fash-Lun</i>	Date: 08/04/2026

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 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 assistance to staff within the Section and the public, by phone, e-mail, mail, and in person to assist professional staff in a variety of technical scientific and routine tasks related to the Section activities.



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Essential Functions (Including percentage of time):

45%	Perform program support duties for the division. Review and file scientific water quality program reports pertaining to the specific units. Perform data entry of water quality monitoring results into internal spreadsheets and the online GeoTracker database. Copy, scan, and archive scientific documents. Pull scientific water quality reports for public review. Prepare mass informational mailing notices, distribute technical water quality documents, and assist in file inventory and maintenance. Answer phone calls from the public regarding basic routine scientific related issues.
20%	Review assigned technical scientific reports, such as Site Cleanup case investigation and groundwater quality monitoring reports; extract relevant water quality information and enter relevant information into geographic information system (GIS) database software and Microsoft Excel spreadsheets for spatial and temporal analysis.
20%	Assist in the preparation of water quality scientific research projects. Assist in the development of various routine scientific reports, memos, permits and formal and informal enforcement documents using Microsoft Word and Adobe Acrobat to support program Staff oversight in the investigation and remediation of Site Cleanup cases.

Marginal Functions (Including percentage of time):

10%	Participate in water quality site inspections and field sampling. Assist in identifying and documenting water quality violations and the development of informal and formal enforcement actions.
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 a 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.

Typical Working Conditions:

The incumbent works in a single-story office building in Rancho Cordova and may also work in an alternate remote work location designated in an approved Telework Agreement. The incumbent's office workspace is an enclosed, non-windowed office cubicle in a smoke-free environment. An approved alternate remote work location shall be distraction-free and ergonomically suitable. The work schedule is part-time during business hours Monday through Friday. Travel may be required locally for field inspections.



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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 Name	Employee Signature	Date