



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

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-150-014	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/Rancho Cordova		Section/Unit: Confined Animal Facilities
Supervisor's Name: Daniel Gamon		Supervisor's Classification: Senior Engineering Geologist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: <i>Reynold Fashina-Luna</i>	Date: 09/09/2026

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 (SA) for the Confined Animal Facilities Unit assists staff with filing, data entry, database management, scanning documents, general document management, reviews of annual reports and other document reviews. The SA may assist with field inspections of confined animal facilities and assist staff with sampling and other collection of field data.



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

Essential Functions (Including percentage of time):

40%	Review various technical scientific reports, extract relevant water quality information; enter relevant information into various databases to include: GeoTracker, California Integrated Water Quality System (CIWQS), Region 5 Waste Discharge Identification (WDID) Issuance Database, Groundwater Ambient Monitoring and Assessment (GAMA) Groundwater Information System (GIS) and Central Valley Salinity Alternatives for Long-Term Sustainability (CV-SALTS) GIS and internal relevant spreadsheets.
20%	Assist in the preparation of water quality scientific research projects. Assist in the development of various routine letters, memos, permits, and formal and informal enforcement documents.
20%	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.
15%	Program support, including reviewing and filing scientific water quality program reports pertaining to the specific units; data entry; copying, scanning, and archiving scientific 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.

Marginal Functions (Including percentage of time):

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 use a keyboard for extended periods of time. Ability to lift 15 pounds and retrieve files and/or documents. Some light field work may be expected.

Typical Working Conditions:

The incumbent works on the 1st floor of a one-story office building in Rancho Cordova, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required locally and within the state.



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

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
Daniel Gamon		
Employee Name	Employee Signature	Date