



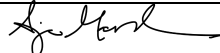
Classification: Scientific Aid
Position Number: 880-180-1931-903

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-180-011	Classification Title: Scientific Aid	Position Number: 880-180-1931-903
Incumbent Name: Vacant	Working Title: Scientific Aid	Effective Date: TBD
Tenure: Temporary	Time Base: Intermittent	CBID: R11
Division/Office: Regional Water Quality Control Board - Region 8 - Santa Ana		Section/Unit: General Stormwater Section
Supervisor's Name: Michelle Beckwith		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:

HR Analyst Approval:  Date: 09/17/2026

General Statement

Under the direct supervision of the Senior Environmental Scientist (Supervisory) over the General Stormwater Unit 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 incumbent is responsible for providing timely and professional assistance to the public by phone, e-mail, mail, and in person in addition to assisting professional staff with technical and routine scientific tasks. The incumbent is required to work independently, communicate effectively, manage multiple tasks and become proficient in clerical duties. Daily proficient utilization of office equipment and the Microsoft Office Suite is required. The job requires the ability to conduct multi-tasking for regulatory management of impacted sites within jurisdiction of the Santa Ana Regional Water Board. The incumbent must demonstrate excellent verbal and written communication skills.



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Essential Functions (Including percentage of time):

35%	Perform duties associated with the input, compilation, and management of data provided by the regulated community under the state's and region's stormwater permits. This includes reviewing, confirming, and interpreting scientific and environmental reports and preparing clear, complete, and technical accurate reports. Perform data entry and data analysis within the Stormwater Multiple Application and Report Tracking System (SMARTS) or other reporting systems.
30%	Assist with the review of calculations, such as risk determinations, pre- and post-construction water balances, exceedance response reports, and other permit registration documents uploaded into SMARTS.
20%	Assist other Board staff in various program tasks including sample collection and data analysis of discharges from permitted and non-permitted sites, field data collection and photo documentation, assessment of construction and industrial site compliance with best available/conventional technology, engineering report generation, enforcement case development, compilation of administrative record, pollutant control technology performance research and evaluation, flow and flow path analysis, verification of operation and maintenance of post-construction structures.

Marginal Functions (Including percentage of time):

10%	Provide information to the regulated community and to the public regarding storm water regulations. Assist in collaborating with professionals from a variety of disciplines within and outside of state government in the performance of duties. Provide feedback to management on the effectiveness of permit requirements.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires the ability to retrieve and move files and/or documents up to 15 pounds. Travel independently to inspection sites.

Typical Working Conditions:

The incumbent works on the 8th floor of a high-rise office building in downtown Riverside, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday between the hours of 8am to 5pm. Local travel to conduct site inspections may be required.



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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 Signature	Date