



Classification: Scientific Aid
Position Number: 880-140-1931-903

DUTY STATEMENT

☐CURRENT ☒PROPOSED

RPA Number: 26-140-019	Classification Title: Scientific Aid	Position Number: 880-140-1931-903
Incumbent Name: Vacant	Working Title: Scientific Aid	Effective Date: TBD
Tenure: Temporary (TAU)	Time Base: Intermittent	CBID: R11
Division/Office: Los Angeles Regional Water Quality Control Board/ Region 4- Los Angeles		Section/Unit: Compliance & Enforcement/ Enforcement II
Supervisor's Name: Pavlova Vitale		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: Danielle Klemencic	Date: 9/30/2026

General Statement	
Under the direct supervision of a Senior Environmental Scientist (Supervisory) and consistent with good customer service practices and the goals of the State and Regional Boards Strategic Plan, the Scientific Aid 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	
Under the direct supervision of a Senior Environmental Scientist (Supervisory), the Scientific Aid provides entry-level technical, scientific, data management, field, and administrative support to professional staff in Enforcement Unit II.	
Essential Functions (Including percentage of time):	
30%	Assist staff in coordinating file reviews requested by consultants, lawyers, and the public. Pull and reinstate files from file rooms after file reviews.



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20%	Conduct literature searches on specific topics. Retrieve, compile, organize and extract critical information from scientific papers as directed by the supervisor. Prepare and/or assist in the preparation of scientific reports and standard operating procedures. Assist with retrieving, compiling, organizing, and extracting critical information from environmental, scientific, and engineering technical reports submitted under the National Pollutant Discharge Elimination System (NPDES) Program and the Clean Water Act. Shadow and observe staff during scientific inspections of industrial facilities and construction sites, and in preparing inspection reports and in gathering photographic evidence of violations. Assist in preparing presentations to permittees and in communicating permit requirements to permittees by phone, and by email.
20%	Assist with entering, tracking, and reporting data using the California Integrated Water Quality System (CIWQS), Electronic Content Management System (ECM), and the Storm Water Multiple Application and Report Tracking System (SMARTS) databases. Compile data to create reports for management and help staff effectively document violations and create enforcement actions. Use various databases to track enforcement activities quarterly.
15%	Assist professional staff with data analyses and review reports submitted by dischargers to determine compliance with reporting deadlines.
10%	Prepare the Executive Officer Report, using various templates, send correspondence to permittees via email and regular mail.

Marginal Functions (Including percentage of time):

5%	Perform other duties as required.
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Typical Physical Conditions/Demands:

The position requires regular use of a personal computer, electronic tablet, and other office and field equipment. Office duties may involve remaining stationary at a workstation and using a keyboard for extended periods. Fieldwork may involve outdoor environments, variable or extreme temperatures, direct sunlight, dust, noise, uneven or wet terrain, and other conditions typically encountered during environmental inspections and sampling activities. The Scientific Aid is expected to follow applicable health and safety procedures and use required personal protective equipment during field activities.

Typical Working Conditions:

The Scientific Aid works primarily in an office environment on the second floor of a high-rise office building in Downtown Los Angeles. The regular work schedule is Monday through Friday. The position may require travel to regulated facilities, waterways, construction sites, industrial facilities, and other field locations throughout the Los Angeles Region.



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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 with a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date