



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

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-180-010	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: Santa Ana Regional Water Quality Control Board – Region 8		Section/Unit: Regional Planning, Permitting, and TMDLs Development & Implementation Branch / TMDL Development Section
Supervisor's Name: Lauren Hubbell		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:

HR Analyst Approval: 	Date: 10/01/2026
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General Statement

Under the direct supervision of the Senior Environmental Scientist (Supervisory) over the TMDL Development 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.

Essential Functions (Including percentage of time):

45%	Perform duties associated with water quality monitoring data entry; verification of data; and data uploads and downloads from the California Environmental Data Exchange Network (CEDEN), the California Open Data Portal. Prepare, organize, scan, and file Total Maximum
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	Daily Load (TMDL) documents and data. Assist in the preparation of administrative records for TMDL projects.
25%	Assist Regional Board staff with data review for the 303(d)/305(b) Integrated Report using internal and external data management systems.
15%	Assist Regional Board staff to collect samples, record field data, prepare samples for shipment to the laboratory, and analyze laboratory results. Sample collection may include taking samples from the bank or shoreline, instream sampling, and sampling from boats.

Marginal Functions (Including percentage of time):

10%	Attend offsite meetings, Board meetings, and outreach and engagement events in person.
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 and use a phone and a keyboard for extended periods of time. The job requires the ability to retrieve and move files and/or documents up to 15 pounds. Navigate uneven terrain over short to moderate distances to streams and lakes while transporting field equipment. Travel independently to inspection sites.

Typical Working Conditions:

The incumbent works on the 4th floor of a high-rise office building in downtown Riverside, in an enclosed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. The incumbent may partially telework based on the Unit's needs and in-office telework requirements. Travel may be required locally and within the state, including field work in remote locations.

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
Lauren Hubbell		
Employee Name	Employee Signature	Date