



Classification: Scientific Aid
Position Number: 880-190-1931-903

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-190-027	Classification Title: Scientific Aid	Position Number: 880-190-1931-903
Incumbent Name: Vacant	Working Title: Scientific Aid	Effective Date: TBD
Tenure: Temporary	Time Base: Intermittent	CBID: R09
Division/Office: Regional Water Quality Control Board – Region 9 - San Diego		Section/Unit: Agriculture and Waste Management Unit (Unit)
Supervisor's Name: Amy Grove		Supervisor's Classification: Senior Engineering Geologist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the direct supervision of a Senior Engineering Geologist (Supervisory) or delegated technical staff, and consistent with good customer service practices and the goals of the State Water Resources Control 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 assists in the performance of routine and technical scientific duties associated with the Unit assignment and other work related to the San Diego Water Board. The Scientific Aid participates in various phases of a planned training program and learns policies, procedures and techniques of the Unit. The Scientific Aid is required to work independently, communicate effectively, manage multiple tasks, and become proficient in clerical duties.



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Essential Functions (Including percentage of time):

40%	Receive, track inventory, and log self-monitoring and technical reports submitted to the Waste Discharge Requirements (WDRs), Land Disposal, Commercial Agriculture, Site Cleanup, Underground Storage Tank, and Department of Defense Programs. Assist staff with the following preliminary activities: 1) review of technical and monitoring reports; 2) compliance evaluations of regulated facilities with applicable WDRs, enforcement orders, and applicable State and federal laws, plans, policies, and regulations; 3) processing applications for WDRs; and 4) preparation of board meeting agenda materials.
25%	Enter information and index documents in the GeoTracker database to ensure the proper link to the Enterprise Content Management system (Paperless Office) and California Integrated Water Quality System (CIWQS) databases. Assist in reviewing data, generating reports, and troubleshooting errors with the system. Create and modify Microsoft Word and Excel documents related to program support.
20%	Assist technical staff with preparation of written response letters, inspection reports, and informal enforcement action documents applying professional writing skills and using templates and examples in Microsoft Word format. Respond to telephone calls and emails concerning comment letters and notices issued in response to monitoring report reviews.

Marginal Functions (Including percentage of time):

10%	Assist technical staff in conducting inspections of regulated facilities and cleanup sites. Provide assistance to technical staff by taking photos and preparing draft inspection reports.
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 and use a phone and keyboard for extended periods of time. Ability to retrieve and/or move files, documents, or materials of up to 15 pounds. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday.

Typical Working Conditions:

The Scientific Aid works on the 2nd floor of a low-rise office building in San Diego, in an enclosed, office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required locally and within the state.



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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