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

DUTY STATEMENT

☐ **CURRENT** ☒ **PROPOSED**

RPA Number: 26-190-030	**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:** R11
Division/Office: San Diego Regional Water Quality Control Board (Region 9)	**Section/Unit:** Healthy Waters Branch / Mission Support Services Unit	
Supervisor's Name: Dulce Romero	**Supervisor's Classification:** Supervisor I	

Human Resources Use Only:	
HR Analyst Approval: Arianna Dixon	**Date:**

General Statement
Under the direct supervision of a Supervisor I 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 will play a key role in supporting the organization's efforts and provide timely and professional clerical assistance to the public and staff within the Department, by phone, e-mail, mail, video conference, and in person. Incumbent is expected to work independently, communicate effectively, manage multiple tasks, and become proficient in clerical duties. Daily proficient use of office equipment and the Microsoft Office Suite is required.

Essential Functions (Including percentage of time):	
40%	Assist with administrative tasks for water quality programs such as site inspections, water quality sample collection, and/or public participation. Assist with data analysis for field samples. Assist with entering field and/or lab data into computer systems such as Enterprise Content Management system (ECM), Storm Water Multiple Application and Report Tracking System (SMARTS) or the California Integrated Water Quality System (CIWQS) or retrieving requested data for program staff; assist in preparation of reports and/or research papers.
30%	Assist in converting historical water quality projects and permitting paper records to digital files. Ensure that scanned images are of high quality and free of errors or distortions. Assist with consistent naming and organizing scanned files. Assist with auditing scanned files from staff. Assist with indexing documents in the ECM. Ensure proper backup and storage of digital files to prevent data loss. Assist with records retrieval in response to Public Records Request. Assist with auditing the records database to ensure file accuracy. Create, organize and categorize records to ensure easy retrieval and access.
25%	Enter information and index new documents in the ECM and ensure proper linkage to the SMARTS, CIWQS, and other databases. Review data and troubleshoot errors within the database systems. Generate reports using ECM, SMARTS, and CIWQS. Create and modify Microsoft Word documents, Excel spreadsheets and Geographic Information System (GIS) files related to program support.
Marginal Functions (Including percentage of time):	
5%	Perform other duties as required.

Typical Physical Conditions/Demands:
The job requires prolonged sitting at times and repetitive motion when scanning documents. Retrieve and/or move files or materials up to 15 pounds. The job requires the use of a computer and the ability to sit/stand at desk, use a phone, and type on a keyboard for extended periods of time. Could be exposed to dust when working with old records.
Typical Working Conditions:
The incumbent works on the 1st or 2nd floor of a high-rise office building in the Mission Valley area of San Diego, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday during normal business hours.

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