Classification: Scientific Aid
Position Number: 880-250-1931-903

DUTY STATEMENT

☒ CURRENT ☐ PROPOSED

RPA Number: 26-250-033	**Classification Title:** Scientific Aid	**Position Number:** 880-250-1931-903
Incumbent Name: VACANT	**Working Title:** Stormwater Help Desk	**Effective Date:** November 2026
Tenure: Non-Tenured	**Time Base:** Intermittent	**CBID:** R11
Division/Office: Division of Water Quality	**Section/Unit:** Surface Water Permitting/Implementation Unit	
Supervisor's Name: Patrick Otsuji	**Supervisor's Classification:** Senior Environmental Scientist (Supervisory)	

Human Resources Use Only:
HR Analyst Approval: Kathleen Hill **Date: 11/17/2026**

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 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 one of several Scientific Aids that staff the Stormwater Help Desk and requires an in-person office presence. Working under established Board policies and guidelines, the incumbent assists in the performance of sub-professional scientific and technical work related to the Stormwater programs. Specific duties are included under the essential functions category below.

Essential Functions (Including percentage of time):

40%	Review Notices of Intent (NOI), No Exposure Certifications, Erosivity Waivers, and Notices of Non-Applicability (NONA) associated with the Industrial and Construction General Permits. Perform a cursory review of the Stormwater Pollution Prevention Plan and facility/site map to determine if permit requirements are being met. Consult with Environmental Scientists and Water Resource Control Engineers in the Section to determine if the submitted technical

	documents are appropriately implementing the applicable regulations.
40%	Provide basic technical and non-technical guidance to the regulated community and other external stakeholders via email, phone, and other written correspondence to answer basic regulatory and procedural concepts regarding the stormwater general permits.
10%	Assist with administrative tasks such as filing and scanning legal documents required by the Cross-Media Electronic Reporting Rule.
Marginal Functions (Including percentage of time):	
5%	Analyze and review the Stormwater Multiple Application and Report Tracking System (SMARTS) to detect and troubleshoot system errors and identify areas of improvement.
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, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works on the 15th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The help desk operating hours are Monday through Friday between the hours 8 am to 5 pm.

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