

# DUTY STATEMENT

<b>ORGANIZATION (DIVISION/REGION/BOARD)</b> Office of Information Management and Analysis Clean Water Team (Los Angeles Region 4)		<b>UNIT</b> 270	<b>POSITION #</b> 880- 270-1931-903	<b>DATE</b> December 2018
<b>NAME OF EMPLOYEE (IF APPLICABLE)</b>				
<b>CURRENT CLASSIFICATION</b> SCIENTIFIC AID			<b>PROPOSED CLASSIFICATION (IF APPLICABLE)</b>	
<b>NAME OF SUPERVISOR</b> Ali Dunn				
<b>CURRENT CLASSIFICATION OF SUPERVISOR</b> Senior Environmental Scientist (Sup)			<b>REVIEWED AND APPROVED BY SIGNATURE</b> Melissa Morris, Assistant Deputy Director	
<b>SUPERVISION EXERCISED (IF APPLICABLE)</b>				
<b>1. DIRECTLY SUPERVISED</b>			<b>2. INDIRECTLY SUPERVISED</b>	
<b>NO. OF EMPLOYEES</b>	<b>CLASS TITLE</b>	<b>NO. OF EMPLOYEES</b>	<b>CLASS TITLE</b>	
<b>DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.</b>				
<b>% OF TIME</b>	<b>DUTIES</b>			
	<p>Under the direct supervision of a Senior Environmental Scientist in the Office of Information Management and Analysis (OIMA) 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, and assists associate level staff with water quality control work under the Office of Information Management and Analysis (OIMA) and the Clean Water Team.</p> <p>The Scientific Aid should be knowledgeable in the fundamentals of: chemistry; possess strong verbal and written communication skills; possess strong data management skills; be comfortable using Microsoft products (including Word-Mail Merge, Power Point, Excel, PowerPoint, Publisher, SharePoint and Access); possess excellent planning and organizational skills as well as the ability to exercise good judgment; and be able to work independently and also support others in a team environment. Specific responsibilities include, but are not limited to, the following:</p>			
40%	<p>Assist the Clean Water Team's Citizen Monitoring Coordinator (Senior Environmental Scientist-Specialist) in the preparation of scientific instructional materials for water quality monitoring, quality assurance and watershed assessments. Field work with the Citizen Monitoring Coordinator may be required with these tasks including: water quality monitoring, obtaining samples, assisting with citizen monitoring/workshops, assisting with photography/video, testing scientific instruments including the use of field gear and apps.</p>			
25%	<p>Assist the Clean Water Team's Citizen Monitoring Coordinator (Senior Environmental Scientist-Specialist) in the preparation of outreach materials for water quality monitoring, quality assurance and watershed assessments. Field work with the Citizen Monitoring Coordinator may be required with these tasks will include: assisting with citizen monitoring/workshops, assisting with photography/video, testing scientific instruments and field gear. Office duties include the use of Office Suite software and multi-media production software.</p>			
15%	<p>Support the Citizen Monitoring Coordinator in operating the Clean Water Team's scientific equipment and test kit loan program, maintaining water quality monitoring meters and field equipment, and calibrating laboratory and field equipment.</p>			
10%	<p>Support citizen monitoring water quality data entry into the California Environmental Data Exchange Network (CEDEN.org).</p>			

10%	<p>Administrative duties to include, but not limited to, email correspondence concerning Standard Operating Procedures, water quality monitoring program assistance, carrying out organizational support tasks, and supporting local water quality monitoring efforts as a field technician.</p> <p>Employee Signature: _____ Date: _____</p>
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