

Classification Scientific Aid	Position Number 814-401-1931-982	Location Sacramento (Headquarters)
Division/Branch PPD/ Environmental Monitoring Branch	Supervisor's Classification Senior Environmental Scientist (Supervisory)	Collective Bargaining Identification Designation (CBID) R11
Conflict of Interest Disclosure: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Incumbent (If filled) VACANT	

Job requires driving automobile: In this position, the incumbent may, as needed, drive a state vehicle for work purposes. (Employee must complete DPR-034, Request for Driver Record Information).

SUPERVISORY RESPONSIBILITIES (Check One) Managerial Supervisory Lead Person None

Direct Supervision Exercised:		Indirect Supervision Exercised:	
No. of Employees	Classification Title	No. of Employees	Classification Title

I have read and discussed these duties with my supervisor.

Employee Signature	Date
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I certify that the DPR-217 accurately represents the duties and responsibilities of the position.

Supervisor Signature	Date
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Description of Duties (*Attach additional sheets, if necessary, and identify position information*)

Summarize the regularly assigned duties of the position by percentage in descending order. Do not combine distinct activities into a single percentage. Descriptive information should reflect variety and complexity of duties through: supervision exercised and/or received; responsibility for decision making and consequence of error; analytical requirements; special knowledge; skills or abilities required; level, type and frequency of public contact; and unusual working conditions (i.e., field work, bilingual services, etc.); and physical requirements (physical demands, environmental demands).

Percent of Time	Activity
	<p>Under the direct supervision of the Senior Environmental Scientist (Supervisory), the Scientific Aid assists professional staff in a variety of technical and routine scientific tasks. The Scientific Aid may also receive direction from the Senior Environmental Scientist (Supervisory) in the Worker Health and Safety Branch for projects on an as-needed basis. Specific responsibilities include:</p> <p><u>ESSENTIAL FUNCTIONS:</u></p>
25%	<p>Performs the collection and transportation of air, soil, and water samples. While working in remote field locations: prepares and organizes sampling materials (label sample containers, calibrate sampling equipment, etc.), prepares documentation (chain of custody records and sample tracking records), navigates with maps and is aware of surroundings, ensures that strict standard operating procedures and safety precautions are maintained during sampling events, operates and troubleshoots sampling equipment, and performs analysis of soil samples in field and laboratory conditions to obtain soil characteristics (texture, moisture etc.).</p>
25%	<p>Assists in analyzing data (e.g., Excel, R), assists in developing and managing databases, and prepares input files and processing output files for modeling tools that are commonly used in the Air program. This includes entering data into Excel and Access, running/modifying/writing R and SQL scripts, retrieving data and files from the web and other databases.</p>
25%	<p>Assists in literature searches, product research, document reviews including conversion to ADA compliant formats, data analysis and quality control of large datasets, and providing reports on day-to-day findings.</p>
20%	<p>Assists in writing and proofreading scientific documents such as standard operating procedures, quarterly and annual reports, and environmental fate reports.</p> <p><u>MARGINAL FUNCTIONS:</u></p>
5%	<p>Other duties consistent with the classification as required, such as: filing, light upkeep of vehicles and facility, etc.</p> <p><u>WORKING CONDITIONS:</u></p> <p>Employee must be capable of performing field studies and site visits that may involve hiking or climbing in areas with moderate slopes, unpaved surfaces, undeveloped roads, and other areas or structures where studies may be required. The employee must have the ability to conduct field work for long hours under a variety of climatic conditions and operate vehicles on public roadways or travel to remote areas. Travel which includes flying and/or driving on short notice and overnight stays will be required on trips to various field locations and meetings.</p>

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Percent of Time	Activity
	<p><u>CRITICAL JOB COMPETENCIES:</u></p> <p>Communication - Make clear and convincing oral presentations to individuals or groups; inform, persuade, build consensus; know the audience; facilitate open exchange of ideas/opinions; select and use appropriate communication approach; actively listen; effectively use e-mail; avoid mixed messages the body language says one thing, the words another; and apply business-writing principles to all written communications.</p> <p>Ethics/Integrity - Create culture of trusting relationships; demonstrate trust and principled leadership; promote organizational vision and values through ethical leadership principles; tell it straight - - open and honest even about the bad news; admit mistakes - not an admission of weakness but as having integrity and being trustworthy; and provide examples of the vision and values of the organization through own authenticity.</p> <p>Flexibility/Adaptability - Readily integrate changes midstream into work processes and outputs; demonstrate openness to new organizational structures, procedures, and technology; and shift gears comfortably.</p> <p>Self-Motivation, Optimism, Sustained Commitment, Perseverance, Patience - Demonstrate a bias toward optimism and maintain sense of humor; retain stamina and bounce back from setbacks; view mistakes as opportunities for growth/positive learning experiences; and empower yourself first and then your staff.</p> <p>Teamwork - Facilitate and maintain cooperative working relationships; work toward accomplishment of group goals; value and encourage the input and expertise of others; and foster commitment, team spirit, pride, and trust.</p>