



Classification: Scientific Aid
 Position Number: 880-130-1931-903

DUTY STATEMENT

CURRENT PROPOSED

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| RPA Number: 23-130-142 | Classification Title: Scientific Aid | Position Number: 880-130-1931-903 |
| Incumbent Name: Vacant | Working Title: Scientific Aid | Effective Date: TBD |
| Tenure: Non-tenured | Time Base: Intermittent | CBID: R11 |
| Division/Office: Region 3 / Central Coast Water Board | | Section/Unit: Groundwater Protection and Regional Monitoring Section |
| Supervisor's Name: Angela Schroeter | | Supervisor's Classification: Supervising Engineering Geologist |

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| Human Resources Use Only: | |
| HR Analyst Approval: | Date: |

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| General Statement |
| Under the direct supervision of a Supervising Engineering Geologist 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 work closely with technical staff in the office to enter and review data and other information in Water Board electronic tracking and filing systems; develop spreadsheets or tables to present data; develop maps and graphical material; assist staff in collecting, analyzing, and presenting field data; conduct desktop research and field investigations; review and prepare technical documents; and other assignments in support of the activities undertaken by the Central Coast Regional Water Quality Control Board. |



Essential Functions (Including percentage of time):

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| 30% | Prepare documents for technical program support, including written response letters, orders, public notices, transmittal letters, informal enforcement action documents, and other technical documents for correspondence and website posting. Assist in review of technical documents and reports to determine discharger compliance with Water Board permits and water quality regulatory program requirements. |
| 30% | Enter, file, retrieve, and review electronic data, including case information in the Water Boards' tracking systems California Integrated Water Quality System (CIWQS), GeoTracker, the Water Boards' internal Electronic Content Management (ECM) system, and other internal and online databases. Help staff retrieve information from databases and tracking and filing systems. |
| 20% | Assist technical staff responding to public complaints and preparing for field inspections by creating inspection maps and/or researching physical, regulatory, ownership, and other applicable information about specific sites or areas to be visited. Assist staff in preparing inspection reports and maps, entering inspection information into applicable electronic tracking and filing systems, and preparing appropriate transmittal documents or enforcement documents. |
| 10% | Prepare tables or spreadsheets summarizing data for individual facilities. Prepare reports, tables, or power point slides summarizing unit performance commitments, workload, and accomplishments. Prepare graphs or charts to present compliance or other environmental and water quality trends. |

Marginal Functions (Including percentage of time):

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| 5% | Participate in field safety training and accompany staff on occasional water quality monitoring field events and site inspections to gain site information and to assess compliance with orders and requirements. Assist staff in collecting and recording field data. |
| 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. Occasionally conduct field work and inspections of regulated facilities, including the ability to navigate uneven, rugged terrain.



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Typical Working Conditions:

The operational needs of the position require an in-person, office-centric work location. Tasks will primarily be office based, with occasional participation in fieldwork and inspections. Telework may be available on occasion. The Scientific Aid works in an office building in San Luis Obispo, in an enclosed, non-windowed cubicle in a smoke-free environment. The flexible, part-time work schedule is Monday through Friday. Travel may be required locally.

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 |
|------------------|----------------------|------|
| Angela Schroeter | | |
| Employee Name | Employee Signature | Date |
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