



Classification: Scientific Aid  
 Position Number: 880-140-1931-903

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 24-140-008	<b>Classification Title:</b> Scientific Aid	<b>Position Number:</b> 880-140-1931-903
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Scientific Aid	<b>Effective Date:</b> TBD
<b>Tenure:</b> Temporary	<b>Time Base:</b> Intermittent	<b>CBID:</b> R11
<b>Division/Office:</b> SWRCB/Los Angeles Regional Water Quality Control Board		<b>Section/Unit:</b> Watershed Regulatory/General Permitting
<b>Supervisor's Name:</b> Augustine Anijielo		<b>Supervisor's Classification:</b> Senior Water Resource Control Engineer

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

<b>General Statement</b>	
Under the direct supervision of a Senior Water Resource Control Engineer 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.	
<b>Position Description</b>	
Assists National Pollutant Discharge Elimination System (NPDES) permit writers in reviewing technical reports, compiling, and analyzing data for development of permit effluent limitations. Responds to technical inquiries regarding NPDES permit files.	
<b>Essential Functions (Including percentage of time):</b>	
40%	Assist staff to coordinate file reviews requested by consultants, lawyers and the public. Pull and reinstate files from file rooms after file reviews by public and store documents to appropriate files. Maintain localized file database.



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35%	Key, track and report data using the California Integrated Water Quality System (CIWQS) and Electronic Content Management System (ECM) databases. Assist staff by extracting analytical data from self-monitoring reports, input data and use spreadsheet to conduct reasonable potential analysis to determine applicability of effluent limitations for monitored parameters.
15%	Assist in the collection, process, and analysis of field samples; participate in environmental monitoring and research studies, collect and transport environmental samples; prepare sampling documentation, materials and supplies; operate and maintain surface and groundwater sampling equipment and/or containers; conduct literature searches on specific topics; retrieve, compile, organize and extract critical information from scientific papers as directed by the supervisor; prepare and/or assist in the preparation of scientific reports and standard operating procedures.
5%	Prepare and photocopy scientific documents including Regional Board meeting packages and mail out correspondence to Regional Board members and customers.

**Marginal Functions (Including percentage of time):**

5%	Performs other assigned duties as required.
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**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. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 50 lbs, standing/sitting for long periods of time, etc.

**Typical Working Conditions:**

The incumbent works on the 2nd floor of a high-rise office building in downtown Los Angeles, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory work in the office may be necessary during the month to assist in preparing Board Meeting Agenda Package or when the department is mission tasked. Travel may be required locally and within the state.



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<b>Supervisor Statement</b>		
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