



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

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-140-003	Classification Title: Scientific Aid	Position Number: 880-140-1931-903
Incumbent Name: Vacant	Working Title: Scientific Aid	Effective Date: TBD
Tenure: Part Time	Time Base: Intermittent	CBID: R11
Division/Office: Region 4 – Los Angeles Regional Water Quality Control Board		Section/Unit: Groundwater Permitting, Land Disposal and CII Stormwater Permitting Section/Land Disposal Unit
Supervisor’s Name: Vacant		Supervisor’s Classification: Senior Engineering Geologist

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the supervision of a Senior 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 assists Los Angeles Water Board staff with coordinating file reviews and public record requests with internal staff, consulting firms, legal professionals, and the general public; case file management including maintenance of electronic data bases and physically moving and organizing file boxes; collection and review of environmental and water quality data in State Water Board’s GeoTracker database, CIWQS, mail-outs, and other assigned duties not described herein, but within the range of knowledge and abilities expected for a Scientific Aid.
Essential Functions (Including percentage of time):



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25%	Assist project engineering geologists and engineers with processing Public Records Act requests including coordinating with internal administrative and legal counsel. Search scientific data and regulatory records. Pull environmental monitoring data and other scientific, engineering or geological/hydrogeological reports. Coordinate with consulting firms, legal professionals, and the general public for public record reviews. Keep records of public file review requests and professional staff responses.
25%	Provide support in entering scientific data. Copy and scan scientific and regulatory documents. Archive case files. Assist in file inventory and maintenance. Answer phone calls from the public regarding basic scientific related issues. Keep track of regulatory activities by professional staff such as enforcements actions and facility inspections. Summarize regulatory activities by professional staff for board meetings. Assist professional staff in reviewing permit applications and drafting transmittal letters for new permits and monitoring and reporting programs.
25%	Maintain scientific data management systems used by the Land Disposal and Groundwater Permitting programs, including the California Integrated Water Quality System Project (CIWQS), GeoTracker, Geographic Information System (GIS), and Electronic Content Management (ECM) system. Coordinate with professional staff and information technology staff to ensure that all data in the systems are accurate and up to date.
20%	Assist with environmental protection data evaluation, including reviewing water quality monitoring reports, evaluating facility compliance with Waste Discharge Requirements (WDRs). Participate in site inspections and field sampling at solid waste management facilities such as landfills. Assist professional staff in identifying and documenting waste management facilities such as landfills. Assist professional staff in identifying and documenting water quality violations and the development of informal and formal enforcement actions.

Marginal Functions (Including percentage of time):	
5%	Performs other assigned duties not described above, but within the range of knowledge and abilities expected of a Scientific Aid.

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:



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The incumbent works on the first floor of a 10-floor 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 and involves hybrid telework based on operational needs as specified by the agency. The incumbent will also be required to come into the office as needed. Travel may be required locally and within the state.

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