



Classification: Scientific Aid
 Position Number: 880-150-1931-903

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-150-018	Classification Title: Scientific Aid	Position Number: 880-150-1931-903
Incumbent Name: Vacant	Working Title: Scientific Aid	Effective Date: TBD
Tenure: Temporary	Time Base: Intermittent	CBID: R11
Division/Office: CVRWQCB – Region 5 Sacramento		Section/Unit: Title 27 Permitting and Mining Unit
Supervisor’s Name: Brad Shelton		Supervisor’s Classification: Senior Engineering Geologist

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the direct 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 incumbent is responsible for providing timely support to staff within the Title 27 Permitting and Mining Unit and the office by assisting in and completing tasks as assigned. The incumbent is required to work both independently and in a team environment, communicate effectively, manage multiple tasks and be timely. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.
Essential Functions (Including percentage of time):



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35%	Provide support including reviewing and filing of scientific water quality program reports pertaining to the Title 27 Permitting and Mining Unit; copy and scan scientific documents; archive documents; pull water quality reports for public review; prepare mass informational mailing notices; distribute technical water quality documents; assist in file inventory and maintenance; and answer phone calls from the public regarding basic routine scientific related issues to assist in the overall operation of the Unit and the office.
25%	Assist technical staff with reviewing scientific work plans and reports, extracting relevant water quality information, and entering data into spreadsheets and databases (e.g., GeoTracker, California Integrated Water Quality System [CIWQS], Electric Content Management [ECM]) to support the timely evaluation of environmental data and determine compliance.
15%	Assist with preparation of water quality scientific research projects and the development of routine scientific reports, memoranda, permits, and formal and informal enforcement documents to support the preparation of written correspondence to management and/or Dischargers.

Marginal Functions (Including percentage of time):

10%	Participate in water quality site inspections to support staff in evaluating compliance with technical documents and waste discharge requirements
10%	Assist with identifying and documenting water quality violations and the development of informal and formal enforcement actions to assist case managers in regulating cases.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The position requires routine and daily use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for the duration of a typical workday. The position requires the ability to transport a laptop to designated workstations. The position requires occasional long drives to project locations throughout the Central Valley. The position requires occasional navigation in and around construction sites and rugged terrain to observe activities in a variety of weather elements including rain, snow, wind, and extreme temperatures. The position requires the ability to carry, lift, and transport samples, containers, and coolers up to 30 pounds.

Typical Working Conditions:

The incumbent works in a one-story office building in Rancho Cordova, Sacramento County. Smoking is not allowed in the office building. The incumbent's office workspace is an enclosed, non-windowed office cubicle that may be shared with other staff. The incumbent communicates daily with other staff and the public. The work schedule is Monday through Friday, unless otherwise approved by management. Overtime is not allowed, unless approved by management. Travel may be required within the state and occasionally includes overnight stays.



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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
Brad Shelton		
Employee Name	Employee Signature	Date