



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

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-140-048	Classification Title: Scientific Aid	Position Number: 880-140-1931-903
Incumbent Name: Vacant	Working Title: Scientific Aid	Effective Date: TBD
Tenure: Non-tenured	Time Base: Intermittent	CBID: R11
Division/Office: Los Angeles Regional Water Quality Control Board (LARWQCB)		Section/Unit: Site Cleanup Unit VI
Supervisor's Name: Xiao Xue (Anita) Fang		Supervisor's Classification: Senior Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval: Danielle Klemencic	Date: 11/5/2024

General Statement
Under 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.
Position Description
The Scientific Aid is responsible for providing timely and professional responses to internal/external customers, consistent with State policies and guidance. The Scientific Aid supports technical staff by providing information as requested. The Scientific Aid communicates in writing and may provide responses to internal/external requests by phone, email, Microsoft Teams, and in person. The Scientific Aid is required to work independently, communicate effectively, manage multiple tasks and become proficient in different online databases used by the State to manage and share information. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.
Essential Functions (Including percentage of time):



40%	Review, search, scan and convert technical reports to electronic format. Maintain and update case records/database. Track Site Cleanup Program (SCP) and Department of Defense (DoD) projects. Assist technical staff in reviewing and compiling information/data from technical reports and providing oral and written summaries.
25%	Assist in researching, analyzing, interpreting and applying scientific data. Assist in performing mapping and data analysis using Geographic Information System (GIS). Assist in environmental monitoring and research studies. Conduct literature searches on specific topics: retrieve, compile, organize and extract critical information. Prepare and/or assist in the preparation of scientific reports and standard operating procedures.
20%	Assist staff in coordinating file review requested by consultants and the public. Pull and reinstate files from file rooms after file reviews by the public.
10%	Assist staff with presentations for meetings. Operate State motor vehicles for the retrieval of files from various locations and conduct other assigned State business.

Marginal Functions (Including percentage of time):

5%	Perform other 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 a desk, 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. Ability to drive a vehicle to conduct site inspections.

Typical Working Conditions:

The incumbent works on the 1st floor of an 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. The work schedule for the incumbent is a hybrid schedule with a minimum of two in-office days a month. The presence in the office is subject to operational needs and may change per management direction.



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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 with a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date