



Classification: Scientific Aid  
 Position Number: 880-120-1931-903

**DUTY STATEMENT**

CURRENT       PROPOSED

|  |  |   |
|--|--|---|
| <b>RPA Number:</b><br>24-120-046   | <b>Classification Title:</b><br>Scientific Aid | <b>Position Number:</b><br>880-120-1931-903                                   |
| <b>Incumbent Name:</b><br>Vacant   | <b>Working Title:</b><br>Scientific Aid        | <b>Effective Date:</b><br>December 2024                                       |
| <b>Tenure:</b><br>Temporary  | <b>Time Base:</b><br>Intermittent              | <b>CBID:</b><br>R11   |
| <b>Division/Office:</b><br>San Francisco Bay Regional Water Quality Control Board (Region 2) |  | <b>Section/Unit:</b><br>NPDES Wastewater & Enforcement Division               |
| <b>Supervisor's Name:</b><br>Robert Schlipf  |  | <b>Supervisor's Classification:</b><br>Senior Water Resource Control Engineer |

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|--|-------------------------|
| <b>Human Resources Use Only:</b>       |                         |
| <b>HR Analyst Approval: Katie Hill</b> | <b>Date: 12/22/2024</b> |

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| <b>General Statement</b>   |  |
| 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 solicit and consider internal/external customer input when completing work assignments. |  |
| <b>Position Description</b>  |  |
| Working under established Board policies and guidelines, the incumbent assists in the performance of sub-professional scientific and technical work related to the Board's water quality programs. Specific duties are included under the essential functions category below.  |  |
| <b>Essential Functions (Including percentage of time):</b>   |  |
| 25%  | Organize and attend inspections of wastewater collection and treatment facilities, review field data, and verify whether facilities comply with permit requirements. |
| 25%  | Review monitoring and technical reports, enter data, and flag incomplete or inadequate reports based on comparison to acceptable parameters.                         |



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| 25% | Assist Board staff with routine tasks in support of the sanitary sewer overflow reduction, pollution prevention, and pretreatment programs; permit preparation; and enforcement. |
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**Marginal Functions (Including percentage of time):**

|     |   |
|-----|---|
| 10% | Communicate orally and in writing via email, written reports, project correspondence, power point presentations and meetings with peers, supervisors, management, and external stakeholders. Provide status of tasks or projects, share technical and regulatory information, seek input, and facilitate and support decisions. |
| 5%  | Scan documents and enter project information into the California Integrated Water Quality System (CIWQS), Paperless Office (ECM), and other internal and web-based databases.   |
| 5%  | Manage projects by establishing, adapting, and meeting milestones and completion dates for assigned tasks and projects.   |
| 5%  | Perform other duties as required.   |

**Typical Physical Conditions/Demands:**

The job requires extensive use of an agency-provided personal computer and the ability to sit/stand at desk, communicate regularly through Microsoft Teams, and type on a keyboard for extended periods of time.

**Typical Working Conditions:**

The standard work schedule is Monday through Friday. 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 |
|---------------|--------------------|------|
|               |                    |      |