



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

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-120-055	Classification Title: Scientific Aid	Position Number: 880-120-1931-903
Incumbent Name: Vacant	Working Title: Scientific Aid	Effective Date: 1/6/2025
Tenure: Temporary	Time Base: Intermittent	CBID: R11
Division/Office: San Francisco Bay Regional Water Quality Control Board (Region 2)		Section/Unit: Groundwater Protection Division
Supervisor's Name: Celina Hernandez		Supervisor's Classification: Senior Engineering Geologist

Human Resources Use Only:	
HR Analyst Approval: Katie Hill	Date: January 21, 2025

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 Scientific Aid will assist staff within the Groundwater Protection Division with case management tasks. Using their knowledge of environmental science and/or geology, the incumbent will review and evaluate technical reports and monitor data; make technical recommendations based on their review; prepare response letters; create data visualization tools (e.g., graphs, charts, maps, etc.); and manage case information using the appropriate web-based databases such as GeoTracker. The incumbent is required to work independently, communicate effectively, and manage multiple tasks. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.	
Essential Functions (Including percentage of time):	
30%	Assist Water Board staff in managing Department of Defense, Department of Energy, and Site Cleanup Program cleanup cases/projects. Tasks will primarily involve assisting with the



	cursory review of technical reports and work plans, flagging incomplete documents, or requiring additional review by Regional Board staff; and prepare first draft directive letters.
25%	Assist with administrative tasks such as scanning documents and reviewing electronic case files. Use and maintain GeoTracker and other electronic systems for storing, tracking, and sharing relevant project information including case status, regulatory actions, correspondence, and document submittals.
15%	Assist with the management of Department of Defense, Department of Energy, and Site Cleanup Program projects by supporting the scoping, planning, tracking, and communicating with external stakeholders.
15%	Work collaboratively in groups internally and with external stakeholders to assist in developing technical, regulatory, and procedural recommendations for projects and issues. Provide written correspondence regarding projects via email with external stakeholders, peers, and management. Assist in developing written reports and power point presentations and attend meetings with peers, supervisors, management, and external stakeholders. Assist with reporting the status of tasks or projects, sharing technical and regulatory information, seeking input, and supporting decisions surrounding Department of Defense, Department of Energy, and Site Cleanup Program projects.
Marginal Functions (Including percentage of time):	
10%	Assist Water Board staff during site inspections and collect field samples. Comply with applicable health and safety procedures.
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 a desk, communicate regularly through Microsoft Teams, and type on a keyboard for extended periods of time. The job may also require the ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents, traverse uneven terrain, and stand or sit for long periods of time.	
Typical Working Conditions:	
The standard work schedule is Monday through Friday. Limited travel may be required to locations other than the office within the San Francisco Bay Area.	

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.



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Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date