



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

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 24-150-061	<b>Classification Title:</b> Scientific Aid	<b>Position Number:</b> 880-150-1931-903
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Scientific Aid	<b>Effective Date:</b> TBD
<b>Tenure:</b> Non-Tenured	<b>Time Base:</b> Intermittent	<b>CBID:</b> R11
<b>Division/Office:</b> Central Valley Regional Water Quality Control Board/Rancho Cordova		<b>Section/Unit:</b> Storage Tanks/ Underground Storage Tank Enforcement
<b>Supervisor's Name:</b> Galvin Kauffman		<b>Supervisor's Classification:</b> Senior Engineering Geologist

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> <i>Reuben Fakhri-Lun</i>	<b>Date:</b> 01/27/2025

**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 is responsible for providing timely and professional responses to the public and staff within the Department, by phone, e-mail, mail, and in person. The Scientific Aid is required to work independently, communicate effectively, manage multiple tasks and become proficient in duties. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.

**Essential Functions (Including percentage of time):**

40%	Complete public records requests by searching Water Boards cleanup case files, scanning case documents, uploading case documents to databases, and communicating with the public and staff within designed response times.
-----	--



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

25%	Support scientific staff by using Microsoft products to edit staff documents for American Disabilities Act (ADA) compliance, mailing and emailing staff documents, filing case documents, and organizing case files.
20%	Assist scientific staff by reviewing technical scientific reports, extracting relevant information, entering data, creating graphs and tables of data, writing scientific technical memos, writing assigned letters to those responsible for cleanup, and writing informative letters to the public.
<b>Marginal Functions (Including percentage of time):</b>	
10%	Participate in water quality inspections and field sampling. Document field work, scientific investigations, and water quality violations.
5%	Perform other duties as required.
<b>Typical Physical Conditions/Demands:</b>	
<p>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 hazardous waste sites, construction sites, and water quality sites, to observe activities in a variety of weather elements including rain, snow, wind, and extreme temperatures. The position requires the ability to lift 15 pounds and bend and reach above shoulders to retrieve files and/or documents.</p>	
<b>Typical Working Conditions:</b>	
<p>The incumbent works in a single-story office building in Rancho Cordova and may also work in an alternate remote work location designated in an approved Telework Agreement. 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. An approved alternate remote work location shall be distraction-free and ergonomically suitable. The incumbent communicates daily with other staff, stakeholders, and the public and occasionally with contentious persons. The work schedule is part-time Monday through Friday. Travel may be required within the state and rarely includes overnight stays.</p>	



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

<b>Supervisor Statement</b>		
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
Galvin Kauffman		
Employee Name	Employee Signature	Date