



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

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-120-072	Classification Title: Scientific Aid	Position Number: 880-120-1931-903
Incumbent Name: Vacant	Working Title: Scientific Aid	Effective Date: TBD
Tenure: Temporary	Time Base: Intermittent	CBID: R11
Division/Office: San Francisco Bay Regional Water Quality Control Board (Region 2)		Section/Unit: TMDL & BASIN PLANNING
Supervisor's Name: Kevin Lunde		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: Julie Vega	Date: March 2025

General Statement
Under direct supervision of a Senior Environmental Scientist (Supervisory) 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 assists in the performance of sub-professional scientific and technical work related to the Planning Division's water quality programs. The incumbent is expected to support staff with administrative duties and outdoor fieldwork to support the Surface Water Ambient Monitoring Program. In addition, the incumbent will provide administrative support for the Total Maximum Daily Load Program, Dredging Program, and Non-point Source Program.
Essential Functions (Including percentage of time):



45%	Support Surface Water Ambient Monitoring Program (SWAMP) staff with duties including field work using SWAMP Standard Operating Procedures and the SWAMP Quality Assurance Program Plan (QAPrP). Use parcel databases to research and secure landowner access for sampling and organize equipment for field work. Assist with on-site field work to collect water column, sediment, and bioassessment samples, while evaluating stream physical habitat quality. Create Geographic Information System (GIS) maps of sample locations and sample results. Analyze data for exceedances of water quality guidelines using Excel, R, or other statistical programs, while supporting data management and report writing.
20%	Support the Navigation Dredging Program staff with duties including organizing information for 401 Water Quality Certifications, tracking volumes of dredged sediment, updating tracking spreadsheets, and loading historical permit information to California Integrated Water Quality System (CIWQS).
Marginal Functions (Including percentage of time):	
10%	Assist Non-Point Source Program staff from the Grazing, Confined Animal Facility, Vineyard, and Cannabis Programs with GIS data compilation and display; database entry and management; annual report review; compiling summaries of program compliance rates; stakeholder outreach; drafting basic letters; managing files; participating in field inspections. Also, assist with implementing and managing the Region's Grazing Program, including maintaining a database of enrollee information, reviewing annual monitoring reports, preparing mailers and email correspondence, and assisting with conducting site inspections. Maintain and expand the GIS database for the grazing program, including updating existing datasets, and creating new datasets to assist with program management, prioritizing inspections, and other spatial analyses.
10%	Support the Total Maximum Daily Load (TMDL) Program staff with duties that include organizing and analyzing data to support evaluation of water quality objectives; Clean Water Act 303(d) List decisions; analyzing technical information related to water quality and environmental impacts; stakeholder outreach support; administrative support for staff reports or Water Board hearings, including assisting with formatting of draft and final documents using Microsoft Office software; literature searches on specific topics; file organization and management; and responding to public and staff inquiries.
5%	Provide written correspondence regarding projects via email with external stakeholders, peers, and management. Develop written reports and PowerPoint presentations and attend meetings with peers, supervisors, management, and external stakeholders. Provide status of tasks or projects, share technical and regulatory information, seek input, facilitate and support decisions surrounding water quality planning, sampling, data entry, data analysis, and other supportive tasks.
5%	Work collaboratively in groups internally and with external stakeholders to develop technical, regulatory, and procedural recommendations for projects and issues.



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5%	Perform other duties as required.
Typical Physical Conditions/Demands:	
<p>The job requires extensive use of an agency-provided personal computer and the ability to sit/stand at and type on a keyboard for extended periods of time. The job requires the ability to lift 25 pounds, bend, reach, and crouch to collect water quality samples in the field, and bend and reach above shoulders to retrieve files and/or documents in the office. Although infrequent, the job requires the ability to navigate through uneven, rugged terrain for 1-2 hours in a day, navigate in streams and rivers over rocky terrain while wearing waders, perform field work in extreme temperatures throughout the workday, and carry up to 50 pounds.</p>	
Typical Working Conditions:	
<p>The incumbent works on the 15th floor of a high-rise office building in downtown Oakland, in an enclosed office cubicle. The work schedule is Monday through Friday, in a hybrid environment. Field work for this position is required and can result in working up to 10 hours a day. Travel to field sites is required for water quality sampling within the Region. Travel may be required within the state.</p>	

Supervisor Statement		
<p>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.</p>		
Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date