

DUTY STATEMENT

305 (1/76)

ORGANIZATION (DIVISION/REGION/BOARD) Ca. Regional Water Quality Control Bd	UNIT San Diego Region	POSITION # N/a	DATE August 14, 2012
---	--------------------------	-------------------	-------------------------

NAME OF EMPLOYEE (IF APPLICABLE)

CURRENT CLASSIFICATION SCIENTIFIC AID	PROPOSED CLASSIFICATION (IF APPLICABLE)
--	---

NAME OF SUPERVISOR
Cynthia Gorham

CURRENT CLASSIFICATION OF SUPERVISOR Senior Environmental Scientist	REVIEWED AND APPROVED BY SIGNATURE 
--	--

SUPERVISION EXERCISED (IF APPLICABLE)

1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
0	N/A		

DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.

% OF TIME	DUTIES
	Under the supervision of the Monitoring, Research & Assessment unit supervisor, at the direction of the Surface Water Ambient Monitoring Program (SWAMP) coordinator, and consistent with good customer service practices and the goals of the State and Regional Water Board's Strategic Plan, the Scientific Aid 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 assisting with and completing work assignments. Specific responsibilities include:
35%	Assist with field sampling for the Surface Water Ambient Monitoring Program (SWAMP), including preparing the field sampling, filling out the SWAMP database, conducting field sampling, and preparing the sampling for shipment to the Water Pollution Control Laboratories, Department of Fish and Game.
35%	Assist with preparing SWAMP reports; downloading data from the SWAMP database, prepare data for analysis, and assist in writing SWAMP reports.
20%	Assist with other SWAMP-related projects and project management.
10%	Assist with updating the SWAMP regional website.

DUTY STATEMENT

305 (1/76)

ORGANIZATION (DIVISION/REGION/BOARD) Ca. Regional Water Quality Control Board	UNIT San Diego Region	POSITION # N/a	DATE August 15, 2012
--	--------------------------	-------------------	-------------------------

NAME OF EMPLOYEE (IF APPLICABLE)

CURRENT CLASSIFICATION SCIENTIFIC AID	PROPOSED CLASSIFICATION (IF APPLICABLE)
--	---

NAME OF SUPERVISOR
Bob Morris

CURRENT CLASSIFICATION OF SUPERVISOR Senior Water Resource Control Engineer	REVIEWED AND APPROVED BY SIGNATURE
--	--

SUPERVISION EXERCISED (IF APPLICABLE)

1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
0	N/A		

DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.

% OF TIME	DUTIES
50%	<p>Under the direct supervision of the Core Regulatory Unit Supervisor and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the Scientific Aid 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 assisting with and completing work assignments. Specific responsibilities include:</p> <p>DATA MANAGEMENT ACTIVITIES: Applying good organization and time-management skills,</p> <ul style="list-style-type: none"> a) Index electronic documents for technical staff in enterprise document management system (ECM). b) Log-in discharger hard copy self-monitoring reports, violations, enforcement, and other information into CIWQS data management system. c) Update Access data management and Excel spreadsheets as needed. d) Update network files and web page information, maintain logs and reports, produce reports as needed by staff.
30%	<p>TECHNICAL REPORT REVIEW: Applying practical reasoning skills and basic scientific knowledge, review self-monitoring and other technical reports to assess compliance with permit standards and regulations</p>
10%	<p>PREPARE RESPONSE LETTERS AND INFORMAL ENFORCEMENT ACTION DOCUMENTS: Applying good writing skills using templates as examples, prepare response letters, enforcement action documents, and/or technical reports using Word.</p>
10%	<p>OTHER DUTIES: Provide support to technical staff as needed such as reviewing technical reports, preparing summaries, conducting research, and assisting administrative staff.</p>