

State Water Resources Control Board

JOB ANNOUNCEMENT POSTING

JC-31667 - SCIENTIFIC AID

Final Filing Date:9/15/2016

Equal Opportunity Employer

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

Position Details

Job Control #: JC-31667
Position #(s): 880-140-1931-903
Classification: SCIENTIFIC AID
\$12.11 - \$14.36

of Positions: 2
Work Location: Los Angeles County
Job Type:

Department Information

The State Water Resources Control Board (SWRCB) and the nine (9) Regional Water Quality Control Board's (RWQCB) (collectively the Water Boards) top priority is to preserve, enhance, and restore the quality of California's water resources and drinking water for the protection of the environment, public health, and all beneficial uses, and to ensure proper water resource allocation and efficient use, for the benefit of present and future generations.

Job Description and Duties

The State Water Resources Control Board's, Los Angeles Region, has 2 openings for a Scientific Aid in the Underground Tanks Section. These positions are located at 320 W. 4th Street, Suite 200, Los Angeles, CA 90013.

Duties include:

- The incumbent shall assist Regional Board staff with the review of analytical soil and groundwater data.
- The incumbent shall assist in coordinating file reviews and public record requests with engineering consulting firms, legal professionals, and the general public.
- The incumbent shall assist Regional Board staff with case file management and mail-outs.

Special Requirements

In order to be considered for this position, you must include the following:

- Include **RPA#16-140-009 and 16-140-011** and indicate the job title in the "Examination or Job Title(s)" section of the State application.
- Degree/transcripts
- Possession of a valid driver's license of the appropriate class issued by the Department of Motor Vehicles, Education equivalent to completion of two years of college with a minimum of 10 semester hours in relevant scientific course work in biological, chemical, physical, geological or other environmental science, i.e., pest management, environmental studies, entomology, or agricultural sciences
- Cover letter
- CalWorks recipient – Please see below for specific CalWorks requirements

Electronic submittal of applications and attachments through jobs.ca.gov is preferred. **Emailed and/or faxed applications will not be accepted.**

Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered.

Final Filing Date: 9/15/2016

Who May Apply

Applications will be screened and only the most qualified applicants will be selected for an interview.

How To Apply

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application packets may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. When submitting your application in hard copy, a

completed copy of the Application Packet listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

Address for Mailing Application Packages

You may mail your application and any applicable or required documents to:

State Water Resources Control Board
Attn: Amanda Elliott
1001 I Street, 18th Floor
Sacramento CA, 95814

Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

Amanda Elliott
1001 I Street, 18th Floor
Sacramento CA, 95814
08:00 AM - 05:00 PM

Required Application Documents

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.jobs.ca.gov. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Other - Cover Letter

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Desirable Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

Have fundamental knowledge of a variety of scientific disciplines, general scientific concepts and basic research principles; possess excellent planning and organizational skills as well as the ability to exercise good judgement; be capable of communicating effectively both verbally and in writing with Water Board staff at all levels as well as with the public and other governmental and stakeholder organizations.

Contact Information

The Human Resources Contact is available to answer questions regarding the application process. The Hiring Unit Contact is available to answer questions regarding the position.

- **Human Resources Contact:**

amanda elliott
(916) 341-5108
amanda.elliott@waterboards.ca.gov

- **Hiring Unit Contact:**

Daniel Piroton
(213) 576-6714
daniel.piroton@waterboards.ca.gov

- Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

EEO Contact:

Shyla Hoffman
(916) 341-5881
shyla.hoffman@waterboards.ca.gov

- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

CalWorks

Applicants on public assistance under the CalWorks/Temporary Assistance for Needy Families (TANF) will be given priority. A letter from the County Welfare department verifying CalWorks/TANF status MUST be submitted with your application. If

verification is not submitted with the Std. 678 application, the application will not be processed. Applicants who receive state public assistance need to identify their status as a CalWorks recipient in the comments area on the state application.