



Classification: Student Assistant
 Position Number: 880-130-4870-903

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-130-147	Classification Title: Student Assistant	Position Number: 880-130-4870-903
Incumbent Name: VACANT	Working Title: Student Assistant	Effective Date: TBD
Tenure: Non-tenured	Time Base: Intermittent	CBID: E
Division/Office: Region 3 / Central Coast Water Board		Section/Unit: Department of Defense
Supervisor's Name: Amber Sellinger		Supervisor's Classification: Senior Engineering Geologist

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the close 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 Student Assistant will work closely with technical staff in the office to assist in desktop research, and the review and management of technical reports and water quality data for the Department of Defense (DoD) Program, specifically related to rocket launch activities. They are responsible for conducting research on potential water quality issues related to rocket launch activities, prioritizing and managing multiple tasks, taking initiative on tasks, staying organized, effectively collaborating with team members, and communicating successfully. Additionally, they will perform other assignments in support of the activities undertaken by the DoD Program at the Central Coast Regional Water Quality Control Board.



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Essential Functions (Including percentage of time):	
30%	Research and compile information regarding rocket launch-related residual wastes that may affect water quality, including launch-generated water and impacted surface water. Using internet and library searches, locate publications, articles, books, and references that contain information about rocket launch related residual wastes and potential effects on water quality. Compile available information regarding how other states monitor water quality or permit discharges related to rocket launches. Record executive summary, citation, and key words, for each reference. Prepare a bulleted list of topics known about water quality impacts that may be related to rocket launches and identify data gaps.
25%	Compile and evaluate available groundwater and surface water information and data from specific existing rocket-launch locations in the Central Coast Region. Prepare a summary of the data and information available and identify data gaps. Compile a list of federal, state, and local agencies who have jurisdiction over the environmental impacts and permitting mechanisms related to rocket launches.
15%	Identify and evaluate existing opportunities for public participation and make recommendations to improve community outreach and engagement to be involved in water quality issues at DoD facilities, especially related to underrepresented communities and Tribes.
10%	Prepare an annotated bibliography of available data and information from research on the potential effects of rocket launches on water quality. Prepare a summary report of recommendations including figures, tables or spreadsheets summarizing data compiled, as applicable.
Marginal Functions (Including percentage of time):	
5%	Communicate information gathered via research with staff from the Central Coast Water Board's DoD, Waste Discharge Requirements (WDR), and National Pollutant Discharge Elimination System (NPDES) Programs.
5%	Attend and complete relevant professional development trainings offered by Water Board.
5%	Participate in field safety training and accompany staff at site inspections to gain information on rocket launch activities.
5%	Perform other duties as required.



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Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at desk, use standard computer software, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. Occasionally conduct field work and inspections of regulated facilities, including the ability to navigate uneven, rugged terrain.

Typical Working Conditions:

The operational need of this position supports a hybrid work environment (telework and in office). When in the office, the student assistant will work in a building in San Luis Obispo, in an enclosed, non-windowed cubicle in a smoke-free environment.

The standard work schedule is Monday through Friday with flexible work hours, part-time during the school year and full-time during school breaks. The reporting location is hybrid with telework and in office work. Tasks will be primarily telework based, with one to two days a week in the office and occasional participation in fieldwork and inspections.

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 a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date
Amber Sellinger		

Employee Name	Employee Signature	Date