



Classification: Student Assistant, Engineering and Architectural Sciences
 Position Number: 880-130-4871-903

DUTY STATEMENT

CURRENT PROPOSED

| | | |
|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| RPA Number: 23-130-138 | Classification Title: Student Assistant, Engineering and Architectural Sciences | Position Number: 880-130-4871-903 |
| Incumbent Name: Vacant | Working Title: Student Assistant, E&A | Effective Date: TBD |
| Tenure: Temporary | Time Base: Intermittent (TAU) | CBID: R11 |
| Division/Office: Region 3 / Central Coast Water Board | | Section/Unit: National Pollutant Discharge Elimination System (NPDES) |
| Supervisor's Name: Arwen Wyatt-Mair | | Supervisor's Classification: Senior Water Resource Control Engineer |

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| Human Resources Use Only: | |
| HR Analyst Approval: | Date: |

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| General Statement |
| Under the close supervision of a Senior Water Resource Control Engineer 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, E&A is expected to work collaboratively to support Water Resource Control Engineers, Engineering Geologists, and Environmental Scientists. They are expected to communicate effectively and manage multiple tasks. Daily proficient utilization of office equipment and the Microsoft Office Suite is required. |



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Essential Functions (Including percentage of time):

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| 30% | Assist staff with waste discharge requirements (WDRs) and National Pollutant Discharge Elimination System (NPDES) permit applications, permit development, as well as monitoring and technical report reviews. Work includes preparing agency correspondence. The review process includes tracking the receipt of reports in databases (using Access, Excel, CIWQS [State Water Resources Control Board's California Integrated Water Quality System], GeoTracker). |
| 30% | Assist staff with comparing technical data with US EPA standards and Basin Plan Guidelines using the data from electronic self-monitoring reports. Use the technical data to assist the Enforcement Unit in preparing documentation and correspondence associated with potential permit non-compliance issues. |
| 25% | Track receipt of electronic self-monitoring reports and enter monthly, quarterly, semi-annual, and annual violations into the CIWQS database. Enter information regarding NPDES and WDR permits into the CIWQS and GeoTracker databases. Make documents comply with Water Board accessibility standards. |
| 10% | Assist in preparing Board presentations and assist staff with NPDES and WDR permits. |

Marginal Functions (Including percentage of time):

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| 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, utilize a phone, 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. During field work, the job requires the navigation of uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, standing/sitting for long periods of time and the ability to lift 20 pounds, bend and reach to load equipment in and out of vehicles.

Typical Working Conditions:

The incumbent works in a state owned or leased facility, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required locally and within the state including overnight stays.



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| Supervisor Statement | | |
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| 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 |
| | | |
| Employee Name | Employee Signature | Date |
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