



Classification: Student Assistant - Engineering and Architectural
 Position Number: 880-250-4871-903

DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: 23-250-094	Classification Title: Student Assistant (Engineering & Architectural)	Position Number: 880-250-4871-903
Incumbent Name: Vacant	Working Title: Student Assistant (Engineering & Architectural)	Effective Date: TBD
Tenure: Non-Tenured	Time Base: Intermittent	CBID: R11
Division/Office: Division of Water Quality		Section/Unit: Site Cleanup and Department of Defense Unit
Supervisor's Name: Steve McMasters		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 (Engineering & Architectural) supports both the statewide Site Cleanup Program and Department of Defense (DoD) Program. The Student Assistant (Engineering & Architectural) is required to work independently and part of team, communicate effectively, manage multiple tasks and projects.

Essential Functions (Including percentage of time):

30%	Assist staff in data collection and evaluation, update cleanup program information into the GeoTracker database, use a combination of Microsoft Excel™, Word™, PowerPoint™, and Access™ to assess program information.
-----	--



Classification: Student Assistant - Engineering and Architectural
 Position Number: 880-250-4871-903

20%	Assist staff in identifying groundwater impacts from private and military facilities. Assist in drafting impacted groundwater maps using ArcGIS™ software.
15%	Assist staff in managing the Underground Storage Tank, Site Cleanup, and Department of Defense programs. Assist in preparing Board presentations, data tables, figures, and charts, and file research used to assess cleanup and program trends. Assist in maintaining websites and daily log program used for cost recovery efforts.
15%	Assist staff in evaluation of current and historic cleanup sites that may be subject to Sea Level Rise and resulting groundwater level rises. Assist staff in GeoTracker programing features to support Sea Level Rise datasets and prioritization tools.
10%	Provide information and respond to phone calls, correspondence, staff inquiries, public record act requests, inquiries from permit holders and seekers, petitioners, and other interested parties.

Marginal Functions (Including percentage of time):

5%	Assist in participation in outreach and engagement efforts with community and Tribes. Assisting in fostering open communication for voices from historically underserved and disadvantaged communities, including conducting outreach and analyses and developing findings consistent with Water Code section 13149.2. Assist staff in programmatic assessments to identify actions to implement the Water Board's Racial Equity Resolution, Racial Equity Action Plan, Human Right to Water Resolution, and Climate Change.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a 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.

Typical Working Conditions:

The incumbent works on the 15th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. Travel may be required locally and within the state that may require overnight stay. Hybrid work options are available consistent with division expectations.



Classification: Student Assistant - Engineering
and Architectural
Position Number: 880-250-4871-903

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
Employee Name	Employee Signature	Date