



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

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-130-018	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: Non-tenured	Time Base: Intermittent	CBID: R11
Division/Office: Region 3/Central Coast Water Board		Section/Unit: Stormwater
Supervisor's Name: Leah Lemoine		Supervisor's Classification: Senior Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval:	Date:

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 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):

30%	Assist with processing stormwater applications, changes of information, and requests for permit termination. Tasks include reviewing applications and development project documents for completeness; communicating with applicants on additional information needed; responding to applicants' questions and requests; and tracking application and termination status.
20%	Assist with implementation of stormwater permits and enrollments, correspondence with dischargers, and preparing agency correspondence. Tasks include conducting discharger compliance research and water quality data analysis; assisting staff with documenting findings during site visits and inspections; filling in template documents; and drafting basic standardized letters and other documents.
20%	Assist staff with review and processing of annual compliance reports, enforcement response, and review of other permit deliverables. Tasks include conducting preliminary review of reports and discharger-submitted data for completeness and technical adequacy, flagging reports for detailed review by staff, entering data to track receipt of reports, and contacting applicants regarding missing or inadequate data.
20%	Assist with record keeping and database entry. Tasks include uploading electronic documents to an electronic filing system; indexing electronically filed documents; and logging applications, permit terminations, and related information into databases.

Marginal Functions (Including percentage of time):

5%	Assist staff in miscellaneous office tasks such as participating in internal meetings, managing digital files, and filing paper documents.
5%	Perform other duties as required.

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.



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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.

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