



Classification: Student Assistant
 Position Number: 880-190-4870-903

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-190-018	Classification Title: Student Assistant	Position Number: 880-190-4870-903
Incumbent Name: Vacant	Working Title: Data Conversion Intern	Effective Date: TBD
Tenure: Non-tenured	Time Base: Intermittent	CBID: E
Division/Office: San Diego Regional Water Board (R9)		Section/Unit: Healthy Waters Branch
Supervisor's Name: Jeremy Haas		Supervisor's Classification: Environmental Program Manager I (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: <i>Nina Lopez</i>	Date: 10/03/2024

General Statement
Under the close supervision of an Environmental Program Manager I (Supervisory) and guidance of a Senior Water Resources Control Engineer (Specialist), 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 responsible for providing timely and professional clerical assistance to the public and staff within the Department, by phone, e-mail, mail, and in person. The Student Assistant is required to work independently, communicate effectively, manage multiple tasks and become proficient in clerical duties. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.



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Essential Functions (Including percentage of time):

40%	Convert water quality and related data to formats needed by Water Board staff to conduct assessments of water body conditions in San Diego Bay consistent with the Board's Strategic Water Quality Assessment Approach for San Diego Bay. Typical data to be converted may be located in paper reports, PDF-files, MS Excel or MS Word tables, and various on-line databases such as the California Environmental Data Exchange Network (CEDEN). Convert data to spreadsheet data tables to allow for analysis by computational, statistical, and visualization software used by the San Diego Water Board.
40%	Consolidate water quality data that has already been converted to formats needed by the Water Board staff to perform data analysis. Utilizing databases such as 'r' or 'python' to download data, combine data, analyze data, extract info from data, visualize data in form of graphs and/or maps. Flag questionable data for additional review by Water Board staff.
10%	Assist with conducting assessments, developing visualizations of data and/or results, and developing narrative summaries and explanations for public and internal communication.

Marginal Functions (Including percentage of time):

5%	Participate in field visits, at the discretion of the supervisor. Participate in internal meetings with Water Board staff and/or meetings with external stakeholders and the public and present the results of their work
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. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 50 lbs, standing/sitting for long periods of time, etc.

Typical Working Conditions:

The incumbent works on the 2nd floor of a high-rise office building in Mission Valley San Diego, in a cubicle, and in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required locally and within the state.



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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