



Classification: Student Assistant
 Position Number: 880-402-4870-903

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-402-012	Classification Title: Student Assistant	Position Number: 880-402-4870-903
Incumbent Name: Vacant	Working Title: Student Assistant	Effective Date: December 2024
Tenure: Temporary	Time Base: Intermittent	CBID: E
Division/Office: Division of Drinking Water		Section/Unit: Program Management Branch
Supervisor's Name: Robert Brownwood		Supervisor's Classification: Principal Engineer

Human Resources Use Only:	
HR Analyst Approval: Alexandra Ruiloba-Olah	Date: November 27, 2024

General Statement
Under the close supervision of a Principal Engineer in the Division of Drinking Water, Program Management Branch 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. Incumbent will work closely with Senior Water Resources Control Engineer - Specialist (SWRCE) for the duration of the assignment.
Position Description



Classification: Student Assistant
 Position Number: 880-402-4870-903

The Student Assistant (SA) works on a variety of sub-professional tasks related to planning, design, construction and implementation of water quality protection and improvement projects. Knowledge of basic engineering principles is necessary for the incumbent to be successful in the position. Some travel may be required. The SA is responsible for providing timely and professional clerical assistance to the public and staff within the State, by phone, e-mail, mail, and in person. The SA 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.

Specific responsibilities include: Assist SWRCE with review and evaluation of research materials to conduct highly technical engineering research of manganese and other chemical accumulation and contamination of potable distribution systems in public water systems, investigating the potential for other metals and chemicals to deposit and release within distribution systems, developing appropriate drinking water regulations and/or statutes regarding manganese and other inorganic chemicals in distribution systems. Assist in the editing of the 2025 Safe Drinking Water Plan (SDWP) to ensure seamless incorporation distribution systems' water quality within the plan. The SA is responsible for providing timely and professional project milestone accomplishments to the SWRCE, working with the Field Operations Branches (FOB) and drinking water systems to research, initiate, and conduct research and related investigations with drinking water communities to promote operational practices to minimize the accumulation and release of manganese and other metals into customer taps.

Essential Functions (Including percentage of time):

30%	Assist SWRCE with literature review, including peer reviewed and grey literature. Gain familiarity with distribution system water quality monitoring protocols and best practices. Assist SWRCE investigating, designing, and coordinating data collection events utilizing field-testing equipment and laboratory analysis. Assist SWRCE in coordination of bidding and purchase of field equipment and laboratory contracts.
30%	Assist SWRCE with data collection efforts in the field, tracking and coordination of data collection efforts, and stakeholder coordination and outreach. Gain familiarity with State databases. Review, organize, and interpret water quality data to improve functionality and user-friendliness, and incorporate results into case studies and research reports. Update and organize related project and program filing systems and libraries.
25%	Assist SWRCE in drafting and completion of SDWP and related presentation efforts to public and State Board. Assist SWRCE in drafting research case studies and related research paper(s). Presentation and publication of research project results in professional journals is an expected outcome of a successful research project.

Marginal Functions (Including percentage of time):



Classification: Student Assistant
 Position Number: 880-402-4870-903

5%	Collaborate and work with the FOB and the Resiliency and Data Branch to focus research on disadvantaged communities that experience aesthetic and other water quality problems within their distribution systems. A secondary, but important outcome from this project is to train and equip FOB staff and individuals within local communities to operate water distribution systems and maintain distribution system water quality within their community by developing guidance and training material for water systems personnel. Work with the Lead and Copper Rule Unit SWRCE to ensure data gathered in this project supplements information gathered from water systems under the Lead and Copper Rule Interim and Lead and Copper Rule Revised. Information collected from distribution systems under the Revised Total Coliform Rule, the Disinfectants By-Product Rules, the Surface Water Treatment Rules, the Groundwater Rule and the Lead and Copper Rules shall be evaluated alongside all research conducted for manganese and other metals. Additional assistance and coordination with Technical Operations Section may be included.
5%	Collaborate with other Board Divisions, Office of Environmental Health and Hazard Assessment, and other outside state agencies to leverage research project for greater reach of information and improved results, collectively work with public water systems, Environmental Protection Agency, Association of State Drinking Water Administrators, American Water Works Association, Water Research Foundation and industry partners to ensure results produce adequate regulations that are protective of public health and implementable.
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 a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to move up to 40 pounds into position for installation of field monitoring equipment, collection of water quality samples, and engage with the public at stakeholder meetings. Navigate uneven, rugged terrain as well as work in heavily congested urban areas during the research data collection phase in extreme temperatures throughout the workday, maneuver more than 50 lbs. of equipment, and stand or sit for long periods of time.

Typical Working Conditions:

The incumbent works primarily at home and in an office building in the Division of Drinking Water's District office in Glendale, CA and will be in an enclosed, non-windowed office cubicle in a smoke-free environment. Fieldwork is also required to conduct site visits with utilities participating in research and to set up and monitor field equipment. The work schedule is Monday through Friday. Travel will be required to various locations throughout the state.

Supervisor Statement



Classification: Student Assistant
Position Number: 880-402-4870-903

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