



Classification: Student Assistant (E&A)  
 Position Number: 880-462-4871-903

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 24-462-008	<b>Classification Title:</b> Student Assistant (Engineering & Architectural Sciences)	<b>Position Number:</b> 880-462-4871-903
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Student Assistant	<b>Effective Date:</b> March 2025
<b>Tenure:</b> Temporary	<b>Time Base:</b> Intermittent	<b>CBID:</b> R11
<b>Division/Office:</b> Division of Drinking Water / Southern California Drinking Water Field Operations Branch		<b>Section/Unit:</b> South East Section - Section VI/Mojave District Unit
<b>Supervisor's Name:</b> Hector Cazares		<b>Supervisor's Classification:</b> Senior Water Resource Control Engineer

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> Alexandra Ruiloba-Olah	<b>Date:</b> March 24, 2025

<b>General Statement</b>
Under the close supervision of a Senior Water Resource Control Engineer (District 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.
<b>Position Description</b>
The Student Assistant will provide timely and subprofessional and technical assistance to the San Bernardino Field Office staff for the oversight of public water systems that are under the authority of the Mojave District and San Bernardino District. The Student Assistant is required to communicate effectively, manage multiple tasks and become proficient in their duties. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.
<b>Essential Functions (Including percentage of time):</b>



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30%	Assist Field Office staff with the review and compilation of water quality data submitted to the San Bernardino Field Office (Mojave District and San Bernardino District) from public water systems to ensure that databases are complete. Assist staff with verifying that source water quality data is entered in the State Water Resources Control Board's (SWRCB) Water Quality Inquiry (WQI) database, and if it is not, input water quality data into the appropriate databases and spreadsheets for District Engineers' review. Assist staff with identifying and elevating potential issues in the water quality data to Field Office staff or District Engineers.
25%	Assist Field Office technical staff in gathering data on water system facilities by accompanying and providing subprofessional and technical assistance to staff during inspections and sanitary surveys, such as helping with water quality sampling and review of system operational records and procedures. Assist Field Office technical staff with making or checking engineering calculations and evaluations as well as with drafting reports for permits, permit amendments, or sanitary surveys.
20%	Complete special projects assigned by Field Office staff or District Engineers, such as preparing files for water and recycled water systems, updating emergency notification plans, performing data entry in various databases, preparing templates and forms for use by Field Office staff, and generating documents for mass mailing.
15%	Assist Field Office staff with the management of project files, supporting documentation, site inspection reports, and other physical and electronic files located in and/or managed by the San Bernardino Field Office. Update and organize program filing systems, including scanning hard copies and filing them electronically in the Enterprise Content Management (ECM) database.

**Marginal Functions (Including percentage of time):**

5%	At the request of staff engineers or District Engineers, assist Field Office staff with preparing letters to and other documents for water systems and with compiling and documenting water systems data electronically for review by Field Office engineers.
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 lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. On occasion, accompany staff during water system inspections, which may require navigating uneven, rugged terrain for extended periods of time, in high or low temperatures throughout the workday, while carrying equipment weighing up to 20 pounds.

**Typical Working Conditions:**



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The incumbent works in the San Bernardino Field Office, on the 4<sup>th</sup> floor, in a 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.

**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