

# DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Financial Assistance	UNIT 550	POSITION # 880-550-4871-903	DATE May 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Student Assistant (Engineering and Architectural)		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Mehreen Siddiqui			
CURRENT CLASSIFICATION OF SUPERVISOR Senior Water Resource Control Engineer		REVIEWED AND APPROVED BY SIGNATURE	
SUPERVISION EXERCISED (IF APPLICABLE)			
1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
N/A	N/A	N/A	N/A
DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.			
% OF TIME	DUTIES		
40%	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. Specific responsibilities include:		
35%	Assist staff with a variety of complex project management tasks related to technical assistance, planning, design, construction, management, and implementation of wastewater, drinking water, and water recycling quality, protection, and improvement projects benefiting small, disadvantaged communities.		
10%	Assist staff with the management of project files, supporting documentation, logs, site inspection reports, Geographic Information System files, databases, project management systems, engineering plans and specifications, digital photos, and other project information as required. Updates and organizes program filing systems and libraries.		
10%	Assist staff with reviewing and analyzing projects, reports, and proposals for technical/engineering soundness, compliance with State and Federal laws and State Water Board Policies, Guidelines, and procedures.		
5%	Assist staff with the development of guidelines, policies, and procedures for implementation and administration of State Water Board funding programs.		
5%	Perform other duties as required.		
Employee Signature: _____ Date Signed: _____			