



Classification: Paid Intern – Student Assistant
Position Number: 880-250-4870-903

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

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| RPA Number: 25-250-017 | Classification Title: Student Assistant | Position Number: 880-250-4870-903 |
| Incumbent Name: TBD | Working Title: Sustainable Water Plans and Policies Section Intern | Effective Date: July 2025 |
| Tenure: Temporary | Time Base: Intermittent | CBID: E |
| Division/Office: Division of Water Quality/Groundwater Quality Branch | | Section/Unit: Sustainable Water Plans and Policies Section |
| Supervisor's Name: Laurel Warddrip | | Supervisor's Classification: Environmental Program Manager I |

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| Human Resources Use Only: | |
| HR Analyst Approval: Kathleen Hill | Date: August 2025 |

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| General Statement |
| Under the close supervision of the in the Senior Water Resource Control Engineer in the Cannabis Cultivation Waste Discharge Program 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 works on a variety of sub-professional tasks related to planning, design, construction and implementation of water quality protection and improvement projects. The incumbent will utilize basic scientific, geologic and/or engineering principles necessary for successful performance. |
| Essential Functions (Including percentage of time): |



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| 50% | Assist the Sustainable Water Plans and Policies Section to plan, develop, and coordinate priority administrative, policy, and technical deliverables to achieve the California Water Supply Strategy (WSS) goals to increase stormwater capture, develop new water through recycling and desalination, and expand water storage (e.g., groundwater recharge) in a manner that protects water quality and public health. Tasks may include but are not limited to meeting organization, conducting research, developing research summaries and findings, project briefing notes, taking notes, analyzing scientific data, organizing hard copy and/or electronic project materials and files. |
| 30% | Use geographic information systems (GIS), modeling, and/or data analysis to develop deliverables and tools supporting water supply resiliency and quality. Develop and present scientific findings from technical analysis and interpretations of data to the Water Board programs, and other external interested parties, where applicable. Provide the Sustainable Water Plans and Policies Section support for various Water Board webpage updates. |
| 15% | Support the Sustainable Water Plans and Policies Section build and maintain relationships with staff across the Water Boards, other agencies, members of the public, members of the regulated community, academics, researchers, contractors, and non-government organizations to leverage expertise and resources to advance California's water quality and supply resiliency projects. Support Water Boards outreach and engagement efforts, including meaningful community and Tribal outreach and engagement, establish and maintain partnerships, and foster open communication for voices from historically underserved and disadvantaged communities, including program support to implement with Water Code section 13149.2. Support the development of programmatic assessments and actions to implement the State Water Board's Racial Equity Resolution, Racial Equity Action Plan, Human Right to Water Resolution, and Climate Change Resolution in integrated water resource management. Assist in developing talking points, presentations, and outreach material for interested parties. Clearly convey complex analyses and concepts to diverse audiences. |
| Marginal Functions (Including percentage of time): | |
| 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, type on a keyboard, and conduct/attend video meetings; ability to lift 25 pounds, bend and reach above shoulders to retrieve equipment and supplies; ability to navigate uneven, rugged terrain, ladders, stairs, and catwalks, for extended periods of time, in extreme temperatures throughout the workday. | |
| Typical Working Conditions: | |
| The incumbent's central work location is on the 15th floor of a high-rise office building in downtown Sacramento in a smoke-free environment. The incumbent has the opportunity for a hybrid work schedule, conditional on approvals and operational needs. The work schedule is Monday through Friday during typical daytime business hours in accordance with the incumbent's classification. Travel may be required locally. | |



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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 |
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| Employee Name | Employee Signature | Date |
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