



Classification: Student Assistant
 Position Number: 880-130-4870-903

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-130-010	Classification Title: Student Assistant	Position Number: 880-130-4870-903
Incumbent Name: Vacant	Working Title: Student Assistant	Effective Date: TBD
Tenure: Temporary	Time Base: Intermittent	CBID: E
Division/Office: Central Coast Regional Water Quality Control Board (Region 3)		Section/Unit: Planning, Standards, Assessment, and Nonpoint Source Section
Supervisor's Name: Mary Hamilton		Supervisor's Classification: Environmental Program Manager I (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: <i>Nina Lopez</i>	Date: 08/07/2025

General Statement
Under the close supervision of an Environmental Program Manager I (Supervisory) 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
In the learner capacity, 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. Knowledge of basic water quality principles is desired. Some travel may be required.



Classification: Student Assistant
 Position Number: 880-130-4870-903

Essential Functions (Including percentage of time):	
40%	<p>Assist in developing a cost assessment for long-term drinking water solutions for water systems and domestic wells in the Central Coast region impacted by nitrate contamination. Gather Long-term drinking water solution case study data to evaluate potential solutions, costs, and their benefits and drawbacks. Support the development of a method to extrapolate case study findings to estimate costs for approximately 3,000 affected water systems and wells. Use these insights to refine an existing long-term drinking water solution cost assessment and contribute to a revised report on long-term solution costs.</p>
40%	<p>Using Geographic Information Systems (ArcGIS) Pro, assist in mapping wells and water systems that exceed the maximum contaminant level (MCL) for nitrate in groundwater and identify those impacted by irrigated agriculture activities. Assist in assessing other potential nitrogen-contributing land uses, including high-density septic systems, wastewater treatment facilities, and dairies, and estimate nitrogen concentrations and loads from these sources. Develop and publish a public-facing web map highlighting wells and systems likely impacted by agricultural discharges.</p> <p>For locations with multiple nitrogen sources, apply desktop and GIS-based hydrogeologic methods, estimate the proportional contributions of each source. Document methodologies in a technical report and provide recommendations for field-based investigations to confirm contamination sources. Coordinate with the Office of Public Engagement, Equity, and Tribal Affairs (OPEETA) to identify potentially affected water systems and wells.</p>
15%	<p>Interact with Water Board staff and the public in a courteous, collaborative, and professional manners. Respond to public inquiries, such as public records act requests, file review requests, as well as other telephone calls, emails, and letters. Responses to public inquiries shall be timely, complete, and accurate. Arrange necessary meetings and assist in preparing reports and figures. Prepare presentations and participate in Water Board and stakeholder meetings as a representative of the Water Board. Ensure that Water Board databases and filing systems (e.g., GeoTracker) are up to date with all assigned facilities. Help to maintain the administrative record for the Alternative Water Supply (AWS) Program.</p>
Marginal Functions (Including percentage of time):	
5%	<p>Perform other duties as required.</p>



Classification: Student Assistant
 Position Number: 880-130-4870-903

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.

Typical Working Conditions:

The incumbent works in an enclosed, two-story office building and will be assigned a cubicle in a smoke-free environment. The work schedule is Monday through Friday but flexible to accommodate the student assistant's school schedule. 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