



Classification: Student Assistant
Position Number: 880-180-4870-903

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-180-005	Classification Title: Student Assistant	Position Number: 880-180-4870-903
Incumbent Name: Vacant	Working Title: Student Intern	Effective Date: TBD
Tenure: Temporary	Time Base: Intermittent	CBID: E
Division/Office: Santa Ana Regional Water Quality Control Board		Section/Unit: Recycled Water
Supervisor's Name: Nick Amini		Supervisor's Classification: Supervising Water Resource Control Engineer (Supervisory)

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

General Statement
Under close supervision of a Supervising Water Resource Control Engineer (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 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. They will collaborate with multiple supervisors within the Branch (e.g. Senior Water Resources Control Engineer in the Recycled Water Section and a Senior Engineering Geologist in the Agriculture and Cannabis Section). Knowledge of basic engineering principles is desired. Some travel may be required.



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Essential Functions (Including percentage of time):

30%	Assist in reviewing Reports of Waste Discharge (permit applications) for completeness and technical accuracy. Assist in analyzing engineering reports related to wastewater discharges and recycled water projects. Support the preparation of Waste Discharge Requirements (WDRs), National Pollutant Discharge Elimination System (NPDES) permits, and Master Recycling Permits (MRP).
25%	Support compliance inspections at wastewater treatment plants and recycled water facilities. Assist in responding to and investigating spills and non-compliance reports under supervision. Participate in developing regulatory and procedural recommendations for recycled water projects.
20%	Perform duties associated with the input and compilation of data provided by the regulated community in annual reports and other technical documents required in the Confined Animal Facilities Program and Nonpoint Source / Irrigated Lands Regulatory Program, including reviewing technical reports, confirming data accuracy and the interpretation of technical data; presenting findings through written summary reports and verbally to colleagues and the section supervisor; data entry and analysis into the California Integrated Water Quality System (CIWQS) or other database systems as required.

Marginal Functions (Including percentage of time):

10%	Assist in reviewing and monitoring data, preparing summaries, and evaluating trends to support regulatory decision-making. Help maintain facility information in the California Integrated Water Quality System (CIWQS).
10%	Participate in outreach and engagement efforts related to environmental justice, racial equity, and community water quality issues. Support coordination with local, state, and federal agencies to manage recycled water projects.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires 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. The job also requires getting in and out of a high clearance vehicle multiple times throughout the workday and travelling in a vehicle for extended periods of time. The job may also require the ability to navigate uneven and rugged terrain for extended periods of time and in extreme temperatures throughout the workday.



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Typical Working Conditions:

The Santa Ana Regional Water Quality Control Board is located at 3737 Main Street, Suite 500, in downtown Riverside.

In office: A high-rise office building in downtown Riverside.

In field: Field work is required in both urban and rural environments. Field work may be in extreme temperatures and off normal business hours.

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
Nick Amini		
Employee Name	Employee Signature	Date