



Classification: Student Assistant  
Position Number: 880-230-4870-903

## DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

<b>RPA Number:</b> 25-230-008	<b>Classification Title:</b> Student Assistant	<b>Position Number:</b> 880-230-4870-903
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Student Assistant	<b>Effective Date:</b> TBD
<b>Tenure:</b> Temporary	<b>Time Base:</b> Intermittent	<b>CBID:</b> E
<b>Division/Office:</b> Office of Legislative Affairs		<b>Section/Unit:</b> Legislative Affairs
<b>Supervisor's Name:</b> Courtney Hoyt		<b>Supervisor's Classification:</b> Staff Services Manager I (Supervisory)

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> <i>Nina Lopez</i>	<b>Date:</b> 08/12/2025

<b>General Statement</b>
Under the close supervision of a Staff Services 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.
<b>Position Description</b>
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 engineering principles is desirable for the incumbent to be successful in the position. Some travel may be required.



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

40%	Independently and in consultation with Office of Legislative Affairs (OLA) staff, analyze all new and amended bills to determine program impact. Coordinate, compose, and edit analyses of both state and federal legislation impacting Water Boards including development of amendment language. Assist in preparing special legislative reports including statutory requirements for Water Boards and fiscal matrices on major bills. Prepare, review, edit, and track weekly legislative inquiries assignments.
40%	Track the development of legislation and communicate with OLA and program staff. This includes reviewing and compiling relevant program background information, analyzing past and present high priority legislation, Budget Change Proposals, related regulations, relevant Water Boards public webinar and legislative committee hearing recording references, recent media coverage, and relevant contact program information.
10%	Coordinate and develop background materials for executive leadership, legislative members, and committee briefings on Water Boards programs and complete other legislative affairs assignments as needed. Research issues related to state and federal legislation, fiscal and budget issues, and general Water policy issues. Research environmental topics using a variety of resources.

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

5%	Facilitate updates to the staff Training Academy Course on Legislative Analysis and Legislative Processes, review existing training materials, and develop concepts and materials for an expanded Legislative Affairs training
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 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. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 50 lbs, standing/sitting for long periods of time, etc.

**Typical Working Conditions:**

The incumbent works on the 19th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.



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<b>Supervisor Statement</b>		
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
Courtney Hoyt		
Employee Name	Employee Signature	Date