



Classification: Student Assistant
Position Number: 880-300-4870-903

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-300-022	Classification Title: Student Assistant	Position Number: 880-300-4870-903
Incumbent Name: Vacant	Working Title: Paid Student Intern – Student Assistant	Effective Date: TBD
Tenure: Temporary	Time Base: Intermittent	CBID: E
Division/Office: Division of Water Rights		Section/Unit: Bay-Delta Section / Bay-Delta: Sacramento Unit
Supervisor's Name: Craig Williams		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

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

General Statement
Under the close supervision of a Senior Environmental Scientist (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
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, scientific, or data science principles is desired for the incumbent to be successful in the position. Some travel may be required.



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Essential Functions (Including percentage of time):

45%	Produce and develop potential enhancements to the unit's Delta Daily Report, an internal report that consolidates data relevant to tracking compliance with regulations related to the San Francisco Bay/Sacramento-San Joaquin River Delta (Bay-Delta). Enhancements could include improved accessibility, communication, and visualization of information, including flow, salinity, and temperature data used to track compliance with Revised Water Right Decision 1641 (D-1641), Standard Water Right Term 91, and Water Right Order (WRO) 90-5.
40%	Develop techniques or tools that assist with prediction of compliance, which would involve processing of data streams, such as flow and salinity data associated with D-1641, Supplemental Project Water for Standard Water Right Term 91, and/or temperatures for WRO 90-5.

Marginal Functions (Including percentage of time):

5%	Assist in special projects assigned by staff, including researching water rights and other hydrological issues, filing related documents, compiling database information, tracking the status of projects, attending meetings, and notetaking.
5%	Provide administrative support for Branch communications and engagement activities. Support outreach activities, such as workshop and meeting logistics and notetaking. Respond to email/phone inquiries.
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.

Typical Working Conditions:

The incumbent works in 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. Travel may be required locally and within the state.



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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
Craig Williams		
Employee Name	Employee Signature	Date