



Classification: Student Assistant (Engineering
and Architectural Sciences)
Position Number: 880-260-4871-903

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 25-260-002	Classification Title: Student Assistant (Engineering and Architectural Sciences)	Position Number: 880-260-4871-903
Incumbent Name: Vacant	Working Title: Student Assistant (Engineering and Architectural Sciences)	Effective Date: TBD
Tenure: Temporary	Time Base: Intermittent	CBID: R11
Division/Office: Office of Enforcement		Section/Unit: Investigation and Technical Assistance Section Fraud, Waste and Abuse Prevention Unit
Supervisor's Name: Amantha Henkel		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval:	Date:

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 (Engineering and Architectural Sciences) is expected to work collaboratively to support engineers, geologists, scientists, and analysts in the Office of Enforcement. Knowledge of basic engineering principles, proficiency with Microsoft Office Suite, and familiarity with state databases such as GeoTracker are necessary for the incumbent to be successful in the position. The Student Assistant (Engineering and Architectural Sciences) is required to communicate effectively and maintain a high degree of confidentiality.
Essential Functions (Including percentage of time):



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30%	Using knowledge of engineering principles and methods, assist with technical assignments involving field investigation, underground storage tanks, soil and groundwater remediation, surface and groundwater quality management/control, and wastewater treatment, management, and control. Perform data entry and engineering calculations in assisting with enforcement activities, including organizing or arranging data, generating reports, and maintaining data.
30%	Apply technical and programmatic knowledge to assist in the development and tracking of information related to violations and enforcement actions as well as water quality planning, policy, and performance measurements. Tasks include conducting research, assisting with data analysis, and compiling enforcement information.
20%	Assist staff with cases and projects by collecting and organizing information from field reports, investigations, and relevant data on violation and compliance history. This may occasionally include accompanying and assisting staff with field work.

Marginal Functions (Including percentage of time):

10%	Assist staff with creation and maintenance of confidential investigation and enforcement files.
5%	Assist staff with miscellaneous office tasks such as participating in internal meetings, and managing files, and filing documents.
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:

This position is primarily based in an office environment. The incumbent works on the 23rd floor of a high-rise office building in downtown Sacramento, working within an enclosed, non-windowed cubicle in a smoke-free setting. The work schedule is Monday through Friday.



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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
Employee Name		
Employee Name	Employee Signature	Date