



Classification: Student Assistant (E&A)  
 Position Number: 880-461-4871-903

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 25-461-002	<b>Classification Title:</b> Student Assistant (Engineering & Architectural)	<b>Position Number:</b> 880-461-4871-903
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Student Assistant (E&A)	<b>Effective Date:</b> TBD
<b>Tenure:</b> Temporary	<b>Time Base:</b> Intermittent	<b>CBID:</b> E
<b>Division/Office:</b> Division of Drinking Water-Southern California Branch		<b>Section/Unit:</b> Southern California Section-Section V / Santa Ana District (08)
<b>Supervisor's Name:</b> Oliver Pacifico		<b>Supervisor's Classification:</b> Senior Sanitary Engineer (Supervisory)

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> <i>[Signature]</i>	<b>Date:</b> 02/19/2026

<b>General Statement</b>
Under the close supervision of a Senior Sanitary 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 to solicit and consider internal/external customer input when completing work assignments.
<b>Position Description</b>
The Student Assistant is responsible for a variety of sub-professional tasks related to providing timely and professional ancillary assistance to the public and staff within the Division, by phone, e-mail, mail, and in person. The student assistant is required to work semi-independently, communicate effectively, manage multiple tasks and become proficient in their assigned supporting duties. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.



Classification: Student Assistant (E&A)  
 Position Number: 880-461-4871-903

<b>Essential Functions (Including percentage of time):</b>	
25%	Assist staff in the use, development, and maintenance of various information management systems to include enhancements to the public and internal versions of Drinking Water Watch (DWW); document uploads to the Water Boards' Paperless Office, an electronic content management (ECM) system, to be viewed on DWW; enforce ECM indexing rules to ensure permit and enforcement documents are reported accurately to the monthly Executive report; and create visualizations of water system and water quality data using Microsoft Power BI.
25%	Navigate various computer databases to track water quality sampling and reporting compliance. Prepare and maintain various suitable databases to track the water quality monitoring reports received including ability to generate a list of systems that are due for various monitoring. Assist with the generation of chemical monitoring schedules for public water systems on a routine basis using the Water Quality Inquiry scheduler. Assist with preparation of periodic and special reports of water quality data as needed to assist in determining water system compliance.
15%	Assist staff with the review and processing of bacteriological data for public water systems and the determination of compliance with bacteriological drinking water standards and monitoring and reporting requirements. Prepare correspondence and enforcement actions for bacteriological water quality and procedural violations for review by the Senior Sanitary Engineer. Follow up on enforcement action directives until compliance is achieved.
15%	Assist staff with the review of plans and specifications for water main/sewer/recycled water distribution system piping to ensure that the pipelines meet the minimum separation requirements per CCR, Title 22, section 64572 or suitable alternative that is protective of public health.
<b>Marginal Functions (Including percentage of time):</b>	
5%	Draft simple letters, enforcement letters, and citations for the Senior Sanitary Engineer's review and signature. Help track compliance dates and take necessary follow-up action to ensure public water systems comply with directives of the Division of Drinking Water.
5%	Assist in reviewing and summarizing technical articles, library research, and the collection and transportation of water quality samples.
5%	File, make photocopies, answer phone calls, open mail, answer doorbell, and assist in conducting mass mail-outs to water systems.
5%	Perform other duties as required.



Classification: Student Assistant (E&A)  
 Position Number: 880-461-4871-903

**Typical Physical Conditions/Demands:**

The job requires extensive use of a personal computer and the ability to remain stationary at a desk, utilize a phone, and type on a keyboard for extended periods of time.

**Typical Working Conditions:**

The incumbent works on the first floor of a high-rise office building in the South Coast Metro district of Orange County, in a newly renovated, modern office suite in a smoke-free environment. The work schedule is Monday through Friday.

**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