



Classification: Student Assistant E&A
 Position Number: 880-250-4871-903

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-250-146	Classification Title: Student Assistant (Engineering and Architectural Sciences)	Position Number: 880-250-4871-903
Incumbent Name: Vacant	Working Title: Student Assistant	Effective Date: May 2026
Tenure: Temporary	Time Base: Intermittent	CBID: R11
Division/Office: Division of Water Quality		Section/Unit: Surface Water Permitting Section/ NPDES Wastewater Unit
Supervisor's Name: Afrooz Farsimadan		Supervisor's Classification: Senior Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement	
Under the supervision of a senior Water Resource Control Engineer and consistent with good customer service practices and the goals of the State and Regional Boards' 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 is responsible for monitoring the Unit's email inbox regularly and providing timely and professional responses to emails. The Student Assistant is required to work closely with Unit staff and communicate effectively.	
Essential Functions (Including percentage of time):	
30%	Assist technical staff in: (1) responding to questions regarding data contained in Discharge Monitoring Reports (DMRs) submitted by National Pollutant Discharge Elimination System (NPDES) permittees, (2) reviewing analytical DMR data, and (3) resolving DMR issues such as missing information.
30%	Prepare analytical data spreadsheets, charts and graphs for internal staff and the public using data from the California Integrated Water Quality System database (CIWQS) and the U.S. Environmental Protection Agency Integrated Compliance Information System (ICIS).



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20%	Prepare and mail regulatory notices requesting information from regulated facilities, as directed by the Unit supervisor; Track submitted information and contact regulated facilities to request missing information, if needed.
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Marginal Functions (Including percentage of time):

15%	Assist staff in reviewing and processing statewide NPDES general permit applications including but not limited to: (1) reviewing permit application packages for completeness, (2) contacting applicants to request missing information, and (3) tracking the approval status of applications.
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 a desk for extended periods of time.

Typical Working Conditions:

This is a hybrid position. While in the office, the incumbent works on the 15th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. Typical operating hours are Monday through Friday between 8 am to 5 pm.

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