



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

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 26-260-002	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: *Rebecca Ramirez*

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) works collaboratively with engineers, geologists, scientists, and analysts in the Office of Enforcement. Success in this role requires a foundational understanding of engineering principles, proficiency in Microsoft Office, and familiarity with state databases such as GeoTracker. The incumbent must communicate effectively and maintain a high level of confidentiality.



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Essential Functions (Including percentage of time):

30%	Apply foundational engineering principles to support technical assignments, including field investigations, evaluation of underground storage tanks, soil and groundwater remediation activities, surface and groundwater quality management, and wastewater treatment and control. Perform data entry, organize datasets, conduct engineering calculations, generate reports, and maintain technical records.
30%	Assist in developing and tracking information related to violations, enforcement actions, and water quality planning, policy, and performance measures. Duties include conducting research, analyzing data, and compiling enforcement-related information.
20%	Support staff by gathering and organizing information from field reports, investigations, and compliance records. This may occasionally involve accompanying staff during fieldwork.

Marginal Functions (Including percentage of time):

10%	Assist staff in creating and maintaining confidential investigation and enforcement files.
5%	Provide general office support, including organizing and managing files, filing documents, and participating in internal meetings.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The position requires extensive use of a computer, including sitting or standing at a desk, using a phone, and typing for extended periods. The incumbent must be able to lift up to 15 pounds and bend or reach above shoulder height to retrieve files and documents.

Typical Working Conditions:

This position is based in an office environment on the 23rd floor of a high-rise building in downtown Sacramento. The incumbent works in an enclosed, non-windowed cubicle within a smoke-free workplace. The standard 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



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Employee Name	Employee Signature	Date