



Classification: Student Assistant  
Position Number: 880-190-4870-xxxx

## DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

|                                                                    |                                                   |                                                                               |
|--------------------------------------------------------------------|---------------------------------------------------|-------------------------------------------------------------------------------|
| <b>RPA Number:</b><br>26-190-023                                   | <b>Classification Title:</b><br>Student Assistant | <b>Position Number:</b><br>880-190-4870-XXX                                   |
| <b>Incumbent Name:</b>                                             | <b>Working Title:</b><br>Student Assistant        | <b>Effective Date:</b><br>TBD                                                 |
| <b>Tenure:</b><br>Limited term                                     | <b>Time Base:</b><br>Part time                    | <b>CBID:</b><br>E                                                             |
| <b>Division/Office:</b><br>CA Regional Water Quality Control Board |                                                   | <b>Section/Unit:</b><br>San Diego Region                                      |
| <b>Supervisor's Name:</b> Ben Neill                                |                                                   | <b>Supervisor's Classification:</b><br>Senior Water Resource Control Engineer |

### Human Resources Use Only:

HR Analyst Approval:

Date:

### General Statement

Under the close supervision of a Senior Water Resource Control Engineer 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

This is a position in the Stormwater Management Unit of the San Diego Water Board. The incumbent is a part of the State Water Board cohort-based student assistant internship program offering participants experience in water quality improvement and beneficial use protection. This student assistant will apply their skills and capabilities to improving efficiencies in the administration and implementation of the statewide industrial, construction, and municipal stormwater programs to reduce exposure of pollutants to precipitation for the protection of water quality and receiving water beneficial uses.

### Essential Functions (Including percentage of time):

|     |                                                                                                                                                                                                                                                                                |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 45% | Apply knowledge of MS Office software and Water Board approved artificial intelligence (AI) tools to automate administrative tasks necessary to manage, track, and measure compliance within the construction and industrial stormwater programs at the San Diego Water Board. |
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|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                           | Develop efficient and repeatable solutions to routine administrative tasks and reviews, analyze permit enrollee databases for compliance with reporting, monitoring, terminations, changes of information, and plan submittals using existing San Diego Water Board software, databases, and approved Water Board AI tools. Develop repeatable process tools to assist with identification and resolution of sites without permit coverage using existing software and Water Board approved AI tools. Integrate databases and high-resolution mapping to assist with site identification and permit compliance review.                                                                                                      |
| 15%                                                       | Apply general scientific concepts and classroom knowledge to support the Stormwater Management Unit in its tasks to receive, track, inventory, and log discharger self-monitoring and technical report submittals received for the industrial and construction stormwater regulatory programs. Assist in the review of monitoring reports and other technical reports to assess compliance with applicable National Pollutant Discharge Elimination System (NPDES) stormwater permit requirements, enforcement orders, and federal and State water quality laws policies and regulations. Assist with the processing and review of applications for enrollment in statewide industrial and construction stormwater permits. |
| 10%                                                       | Enter information and index documents in the Enterprise Content Management system (ECM) to ensure proper linkage to the Storm Water Multiple Application and Report Tracking System (SMARTS) and the California Integrated Water Quality System (CIWQS) databases. Develop automation tools to review data and troubleshoot errors within the database system and generate reports using the SMARTS and CIWQS database. Create and modify Microsoft (MS) Word documents, MS Excel spreadsheets and Geographical Information System (GIS) files related to program support.                                                                                                                                                  |
| 10%                                                       | Develop tools to automate preparation of standardized written response letters and informal enforcement action documents. Apply good writing skills using templates and examples in MS Word format. Respond to telephone calls and emails concerning comment letters and notices issued in response to monitoring report reviews and other San Diego Water Board correspondence.                                                                                                                                                                                                                                                                                                                                            |
| 10%                                                       | Provide support to technical staff in conducting inspections of regulated facilities. Assist in preparing inspection reports and completing related data entry into SMARTS and CIWQS databases.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Marginal Functions (Including percentage of time):</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 5%                                                        | Perform other duties as required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |



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| 5% | Assist with office-wide duties such as file cleanups, uploading and indexing documents, preparing for Board Meetings. |
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**Typical Physical Conditions/Demands:**

The job requires extensive use of a personal computer and the ability to stay in a stationary position at desk for extended periods of time, utilize a phone, and type on a keyboard for extended periods of time. Ability to move 15 pounds, bend and retrieve files and/or documents above shoulders. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures during field inspections.

**Typical Working Conditions:**

The incumbent works on the second floor of an office building in the Mission Valley neighborhood of San Diego, in an enclosed, non-windowed office cubicle in a smoke-free environment. Partial teleworking is available at management's discretion in accordance with State policy. 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 |
|                 |                      |      |