



Classification: Student Assistant
Position Number: 880-250-4870-903

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-250-011	Classification Title: Student Assistant	Position Number: 880-250-4870-903
Incumbent Name: VACANT	Working Title: Student Intern	Effective Date: August 2026
Tenure: Temporary	Time Base: Intermittent	CBID: E
Division/Office: Division of Water Quality/Groundwater Quality Branch		Section/Unit: Groundwater Protection Section / Materials Management Unit
Supervisor's Name: Adelia McGregor		Supervisor's Classification: Senior Engineering Geologist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: <i>Kathleen Hill</i>	Date: August 17, 2026

General Statement	
Under the close supervision of a Senior Engineering Geologist 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 is responsible for developing an interactive map to support the Irrigated Lands Regulatory Program by compiling research data, displaying geospatial data points, and organizing incorporating information to display boundaries, water quality, wells, soils, and crops. The incumbent is required to work independently, communicate effectively, manage multiple tasks, and become proficient in geospatial data management. Daily use of mapping software and the Microsoft Office Suite is required.	
Essential Functions (Including percentage of time):	
60%	Responsible for developing a central map to support the Irrigated Lands Regulatory Program by compiling research data and displaying available geospatial data points. Duties include developing coalition boundaries and mapping information related to alternative drinking water



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	supplies, surface and groundwater quality, groundwater well data, soil characteristics, crop data, standardized crop mapping and other data. The resulting map will serve as a public resource for growers, coalition representatives, and other stakeholders.
20%	Responsible for documenting the methodology used to develop the central ILRP map using Microsoft software (e.g. Word, Excel, etc.) and preparing clear written guidance to support its long-term maintenance and resiliency. Duties include drafting internal procedures and methodology paper that explains data sources, workflows and update procedures, and decision-making processes.
15%	Assist the Material Management Unit staff to quality check and quality assure data and information is accurate and will coordinate with the Division of Information and Technology to develop and publish geographical information in accordance with the State Water Resources Control Board's data quality policies.

Marginal Functions (Including percentage of time):

5%	Perform other duties as required.
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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:

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.

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