



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

## DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

|                                                                                 |                                                   |                                                                                            |
|---------------------------------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------------------------------|
| <b>RPA Number:</b><br>25-250-0011                                               | <b>Classification Title:</b><br>Student Assistant | <b>Position Number:</b><br>880-250-4870-903                                                |
| <b>Incumbent Name:</b><br>VACANT                                                | <b>Working Title:</b><br>Student Intern           | <b>Effective Date:</b><br>August 2026                                                      |
| <b>Tenure:</b><br>Temporary                                                     | <b>Time Base:</b><br>Intermittent                 | <b>CBID:</b><br>E                                                                          |
| <b>Division/Office:</b><br>Division of Water Quality/Groundwater Quality Branch |                                                   | <b>Section/Unit:</b><br>Groundwater Protection Section / Waste Discharge Requirements Unit |
| <b>Supervisor's Name:</b><br>Stephanie Torres                                   |                                                   | <b>Supervisor's Classification:</b><br>Senior Environmental Scientist (Supervisory)        |

### Human Resources Use Only:

HR Analyst Approval: *Kathleen Hill*

Date: August 18, 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 works on a variety of sub-professional tasks related to water quality research, including data annotation, geospatial analysis of model outputs, and presentation of information. Knowledge of geographic information systems (GIS) is necessary for the incumbent to be successful in the position. Please see the duties and responsibilities below.

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

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 40% | Assessment of non-point source water quality information, generally associated with domestic wastewater; data mine, assess, digitize, and evaluate existing databases with sanitation information related to WDR systems and oversight; verify local oversight and water quality assessment areas under interagency Local Agency Management Program agreements. Provide assessments in appropriate formats for supervisor, management, partners, and interested parties' feedback. |
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| 35% | GIS and survey tool development, to include coding and other data visualization programs, which may include AI; digitize sanitation-related data and boundaries as required. Provide good data logs or documentation of tool development for project work transition.                                             |
| 15% | Perform verifying analyses of digitized outputs, using GIS, for accuracy; and present results to as needed. Review WDR water quality control plan and policy objectives; provide updates to managers and interagency partners as required; provide regular updates to the direct supervisor for project tracking. |
| 5%  | Assessment of GIS and survey tool for accuracy, gaps/errors, and user interface and user experience; evaluation of tool parameters to optimize performance for different use cases and to evaluate performance over time with transition plans for future iterations or considerations.                           |

**Marginal Functions (Including percentage of time):**

|    |                                   |
|----|-----------------------------------|
| 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 desk, utilize a phone, and type on a keyboard for extended periods of time.

**Typical Working Conditions:**

The incumbent reports to the 15th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment with the opportunity for hybrid work. The work schedule is Monday through Friday. Travel may be required locally and within the state.

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------|
| <b>Supervisor Statement</b>                                                                                                                                                                                                           |                      |      |
| 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 |
|                                                                                                                                                                                                                                       |                      |      |