



Classification: Student Assistant
Position Number:

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-180-003	Classification Title: Student Assistant	Position Number: 880-180-4870-903
Incumbent Name:	Working Title:	Effective Date: July 1, 2026
Tenure: Temporary	Time Base: Part time	CBID: E
Division/Office: Santa Ana Regional Water Quality Control Board		Section/Unit: General Stormwater
Supervisor's Name: Michelle Beckwith		Supervisor's Classification: Senior Environmental Scientist

Human Resources Use Only:

HR Analyst Approval:

Date:

General Statement

The Water Boards values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to preserve, enhance, and restore the quality of California's water resources and drinking water for the protection of public health, the environment, and all beneficial uses, and to ensure proper water resource allocation and efficient use, for the benefit of present and future generations. Join the Water Boards to improve the lives of all Californians.

Position Description

Under the direct supervision of the Senior Environmental Scientist over the General Stormwater Unit 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. The Student Assistant works on a variety of sub-professional tasks related to planning, design, construction and implementation of water quality protection and improvement projects. Knowledge of basic scientific principles is necessary for the incumbent to be successful in the position. Some travel may be required. Please see the duties and responsibilities below.



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Essential Functions (Including percentage of time):

40%	Perform duties associated with the input and compilation of data provided by the regulated community under the State's General Storm Water Permits. This includes reviewing, confirming, and interpreting scientific and environmental reports and preparing clear, complete, and technically accurate reports. Data entry and data analysis within the Storm Water Multiple Application and Report Tracking System (SMARTS) or other reporting systems is required.
25%	Assist with the review of calculations, such as: risk determinations, pre- and post-construction water balances, exceedance response reports, and other permit registration documents uploaded into SMARTS.
20%	Assist other Regional Board staff in various program tasks including assessment of construction and industrial site compliance with best available technology/best conventional technology, enforcement case development, compilation of administrative record, pollutant control technology performance research and evaluation, verification of operation and maintenance of post-construction structures.
10%	Provide information to the regulated community and to the general public regarding storm water regulations.

Marginal Functions (Including percentage of time):

5%	Perform other duties or actions beneficial to the unit and within the range of knowledge and abilities expected of a student assistant.
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Typical Physical Conditions/Demands:

The job requires the ability to conduct multi-tasking for regulatory management of impacted sites within jurisdiction of the Santa Ana Regional Water Board. The incumbent must demonstrate excellent verbal and written communication skills. Ability to move 15 pounds, bend and retrieve files and or documents above shoulders. Ability to travel to conduct site inspections.

Typical Working Conditions:

The incumbent works on the 8th floor of a high-rise office building in downtown Riverside, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Local travel to conduct site inspections may be required.

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.



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Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date