



Classification: Student Assistant
Position Number: 880-130-4870-903

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-130-017	Classification Title: Student Assistant	Position Number: 880-130-4870-903
Incumbent Name: Vacant	Working Title: Water Quality Curriculum Creator	Effective Date: TBD
Tenure: Non-Tenured	Time Base: Intermittent	CBID: E
Division/Office: Central Coast Regional Water Quality Control Board, Region 3- San Luis Obispo, Central Coast		Section/Unit: Groundwater Protection and Regional Monitoring
Supervisor's Name: Greg Bishop		Supervisor's Classification: Supervising Engineering Geologist

Human Resources Use Only:

HR Analyst Approval: Danielle Klemencic

Date: 8/18/2026

General Statement

Under the close supervision of the Supervising Engineering Geologist and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the Student Assistant is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and solicit and consider internal/external customer input when completing work assignments.

Position Description

The Student Assistant is expected to work collaboratively with Water Resource Control Engineers, Engineering Geologists, and Environmental Scientists. They are expected to communicate effectively and manage multiple tasks. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.

Essential Functions (Including percentage of time):



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20%	Identify a target audience and create an outline for a short (two to three sessions) water quality and environmental science curriculum that is focused on the Central Coast Region and aligned with the California Department of Education science framework and Next Generation Science Standards (NGSS). Learning objectives would include informing students of local surface water and groundwater resources and relevant water quality issues and about related future career opportunities.
40%	Create a curriculum/lesson that includes a summary of marine/coastal, surface water, and groundwater resources in the Central Coast Region and hands-on learning opportunities using actual groundwater quality data (downloaded from GeoTracker) and surface water quality data (downloaded from The California Environmental Data Exchange Network (CEDEN)), including geospatial analysis of the data to understand the proximal location of the water issues and how it may affect the community. Lesson plan would include information about sources of water pollution and dialogue about how to solve these types of problems, include concepts about water sustainability and environmental justice. Lesson plan would include learning about a field and/or laboratory aspect of the water issue, hands-on or video of water quality sampling. Lesson plan could also include learning and using relevant technology. Lesson plan would include discussion of how the community can participate in water quality decisions that affect their community (e.g. participate in Board Meetings, public comment, and community engagement and organizing) and describe a real example. Lesson plan would include discussion on water quality related career opportunities, including the Water Boards. Coordinate with Water Board staff and local water quality partners to confirm curriculum/lesson plan content accuracy.
30%	Develop outreach materials and conduct outreach to local community colleges and high school instructors to distribute the water quality curriculum. Create information for Water Board website and social media.

Marginal Functions (Including percentage of time):

5%	Assist staff in implementation of regional monitoring programs (e.g. field work, data entry, data sharing).
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to remain stationary at a desk, utilize a phone and keyboard for extended periods of time. Ability to move 15 pounds, retrieve files and/or documents. During field work, the job requires navigation of uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, remaining stationary for long periods of time and the ability to move 20 pounds, and load equipment in and out of vehicles.

Typical Working Conditions:



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The incumbent works in a state owned or leased facility, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required locally and within the state, including overnight stays and light field work.

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