



Classification: Student Assistant
Position Number: 880-170-4870-903

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-170-009	Classification Title: Student Assistant	Position Number: 880-170-4870-903
Incumbent Name: Vacant	Working Title: Student Assistant	Effective Date: TBD
Tenure: Temporary	Time Base: Intermittent	CBID: E
Division/Office: Colorado River Basin Regional Water Quality Control Board		Section/Unit: Water Quality Standards and Nonpoint Source
Supervisor's Name: Emma McCorkle		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: <i>Rebecca Ramirez</i>	Date:

General Statement
Under the supervision of a Senior Environmental Scientist (Supervisory) 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 (SA) will assist and support various technical Units. The SA is responsible for providing timely and professional technical assistance to the public and staff within the Department, by phone, e-mail, mail, and in person. The SA is required to work independently, communicate effectively, manage multiple tasks and assist in technical duties. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.



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Essential Functions (Including percentage of time):

45%	Provide program support including the review and filing of scientific water quality program reports; data entry; copy and scan scientific documents; archive documents; pull scientific water quality reports for review; distribute technical water quality documents; review, search, scan and convert technical reports to electronic format; assist in file inventory and maintenance; assist in preparation of data for statistical analyses or modeling studies; assist in scientific data gathering; conduct literature surveys to locate or summarize information and compile bibliographies; obtain books and journal articles from libraries; perform routine tasks on Water Board computer systems including entering field and/or lab data into computer systems or retrieving requested data; assist in preparation of reports and research papers; maintain and update case records/database; track regional project progress status; review and compile information/data from technical reports.
25%	Assist in preparation of water quality scientific research projects; assist in the development of various routine scientific reports, memos, formal and informal enforcement documents, and outreach materials; use computer applications such as Microsoft Word, Excel, and PowerPoint.
25%	Assist in field work such as site visits to verify agricultural activity and verifying property addresses for enforcement.

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, type on a keyboard for extended periods of time. Ability to lift and carry 15 pounds if needed to assist with sample collection, handling, and shipment; bend and reach above shoulders to retrieve files and/or documents. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday.

Typical Working Conditions:

The incumbent is office based and works on the 1st floor of a single-story office building in Palm Desert. The office space is an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday with some flexibility in scheduled working days and times. Travel may be required locally and within the state.



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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 Name	Employee Signature	Date