



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

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-130-018	Classification Title: Student Assistant	Position Number: 880-130-4870-903
Incumbent Name: Vacant	Working Title: Student Assistant	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: H2O Resiliency/Stormwater Section/ Stormwater Unit
Supervisor's Name: Leah Lemoine		Supervisor's Classification: Senior Water Resource Control Engineer

Human Resources Use Only:

HR Analyst Approval: Danielle Klemencic

Date: 8/19/2026

General Statement

Under the close supervision of a Senior Water Resource Control Engineer 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 to solicit and consider internal/external customer input when completing work assignments.

Position Description

The Student Assistant is expected to work collaboratively to support Water Resources 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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45%	Research and compile information related to underground infiltrative stormwater best management practice (BMP) optimization and pre-treatment in the Central Coast Region. Research and compile information regarding potential limiting factors for incorporation of stormwater capture, infiltration, and reuse as part of land development projects. Research and compile information from Central Coast Groundwater Sustainability Plans (GSPs) regarding use of stormwater to meet local groundwater sustainability goals. Compile available information from California and other States regarding regulatory and/or incentive structures in place to facilitate stormwater capture for infiltration. Identify and evaluate existing opportunities for public participation and draft outreach plan to improve community outreach and engagement, particularly to under-represented or disadvantaged communities.
25%	Conduct outreach and compile information regarding public comments and stakeholder input on proposed requirements. Assist with development of stormwater requirements, correspondence with dischargers, and preparing agency correspondence. Tasks include conducting discharger compliance research and water quality data analysis; assisting staff with documenting findings during site visits and inspections; filling in template documents; and drafting basic standardized letters and other documents.
20%	Assist staff with reviewing and processing of permit deliverables. Tasks include conducting preliminary review of reports and discharger-submitted data for completeness and technical adequacy, flagging reports for detailed review by staff, entering data to track receipt of reports, and contacting applicants regarding missing or inadequate data.
Marginal Functions (Including percentage of time):	
5%	Assist staff in miscellaneous office tasks such as participating in internal meetings, managing digital files, and filing paper documents.
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 type on a keyboard for extended periods of time. Ability to move 15 pounds and retrieve files and/or documents. During field work, the job requires the 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.

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