



Classification: Student Assistant
Position Number: 880-300-4870-903

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-300-007	Classification Title: Student Assistant	Position Number: 880-300-4870-903
Incumbent Name: Vacant	Working Title: Student Assistant	Effective Date: TBD
Tenure: Temporary	Time Base: Intermittent	CBID: E
Division/Office: Water Rights	Section/Unit: Permitting, Enforcement, Petitions Branch	
Supervisor's Name: Sean Windell	Supervisor's Classification: Senior Environmental Scientist (Supervisory)	

Human Resources Use Only:

HR Analyst Approval: *Rebecca Ramirez*

Date:

General Statement

Under the direction of the Senior Environmental Scientist (Supervisory) of the Permitting & Enforcement Branch, Division of Water Rights, and consistent with good customer service practices and the goals of the State Water Resources Control Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on assignments, and solicit and consider feedback when completing work tasks.

Position Description

The Student Assistant (Water Rights Intern) is assigned to the Enforcement Section within the Division of Water Rights and supports data modernization, GIS integration, and regulatory support activities related to water rights administration and enforcement. The incumbent contributes to improving the organization, accessibility, and quality of water rights and adjudication data, supports implementation of the California Water Accounting, Tracking, and Reporting System (CalWATRS), and assists staff with watershed-level data review and analysis. While primarily supporting Enforcement Section priorities, the intern may also assist other sections within the Permitting, Enforcement, and Petitions Branch on data management, GIS, and program support tasks, as needed. The intern works closely with engineers, scientists, and analysts to support data quality assurance/quality control (QA/QC), GIS data management, and compliance-related tracking efforts. Assignments are designed to provide hands-on experience with public sector environmental regulation, water rights programs, and data-driven decision-making.



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Essential Functions (Including percentage of time):

40%	Assist with organizing, digitizing, and maintaining watermaster reports, adjudication records, GIS datasets, spreadsheets, and other program files. Support efforts to improve accessibility and consistency of Division data systems and records.
25%	Support GIS data entry, validation, and QA/QC efforts related to complaints, investigations, and water rights records within CalWATRS and associated systems. Assist in identifying and correcting data gaps or inaccuracies, including spatial location data.
15%	Assist with integrating field data, including photographs and location information, into GIS platforms. Support development of mapping layers (e.g., Local Cooperative Solutions datasets) to improve internal tracking and analysis capabilities.
10%	Assist staff with tracking compliance-related activities, including correspondence, reporting follow-ups, and documentation associated with water rights administration and enforcement programs.

Marginal Functions (Including percentage of time):

5%	Assist with basic data review and analysis tasks, including summarizing reporting data, reviewing watershed-level information, and supporting staff in identifying trends or data gaps that may inform enforcement and compliance priorities.
5%	Perform other duties as required

Typical Physical Conditions/Demands:

Work is primarily performed in an office or telework environment and requires extensive use of a personal computer, including typing and viewing a monitor for extended periods. May require sitting or standing for long periods and occasional lifting of light materials (up to 15 pounds).

Typical Working Conditions:

The position is based in an office environment with the option for hybrid work. The work schedule is typically part-time during standard business hours. The environment is a professional office setting in a smoke-free workplace. Limited local travel may be required.



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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