Classification: Student Assistant
Position Number: 880-402-4870-903

DUTY STATEMENT

☐ **CURRENT** ☒ **PROPOSED**

RPA Number: 26-402-048 26-402-049 26-402-050	**Classification Title:** Student Assistant	**Position Number:** 880-402-4870-903
Incumbent Name: Vacant	**Working Title:** Student Assistant	**Effective Date:** TBD
Tenure: Temporary	**Time Base:** Intermittent	**CBID:** E
Division/Office: Division of Drinking Water	**Section/Unit:** Quality Assurance Section / Needs Analysis Unit, Data Enterprise Unit	
Supervisor's Name: Dan Wang	**Supervisor's Classification:** Senior Environmental Scientist (Supervisory)	

Human Resources Use Only:	
HR Analyst Approval:	**Date:** 11/09/2026

General Statement

Under the close 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 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 works on a variety of tasks that assist with the planning, design, and implementation of water quality protection and improvement projects. The Student Assistant is responsible for providing timely assistance to staff within the State, by phone, e-mail, mail, and in person. The Student Assistant is required to work independently, communicate effectively, and assist with multiple tasks. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.

Essential Functions (Including percentage of time):	
30%	In a learner capacity, assist Research Data Specialist in the exploration and documentation of the architecture of existing databases, including relationships, dependencies, and integration points with other systems through the analysis of data. Assist with identifying data fields are copied and harmonized from source databases. Assist in Data Field Mapping of inventory and cross-reference key data fields across contributing databases to support programming. Assist with researching and reviewing the identification of redundancies, inconsistencies, and unique fields that need to be preserved for the future enterprise system.
30%	In a learner capacity, assist Research Data Specialist with gap analysis, schema alignment, and data harmonization to support programming. Assist with the research, analysis, and review to develop data dictionaries, entity relationship diagrams, and flowcharts that capture how data is ingested, stored, and served. Assist with review of documentation for clarity for stakeholders. Assist with the translation of findings into actionable insights for migration planning. Assist with documenting discussions on transition strategy and lessons learned from existing systems.
20%	In a learner capacity, assist Research Data Specialist with the development of Standard Operating Procedures, technical documentation, and repository guidelines to support reproducibility, onboarding, and long-term maintainability of data. Assist with the research, development, and optimization of SQL queries for data extraction, transformation, and loading. Assist with data cleaning, normalization, and validation to ensure data integrity and usability in analytics. Assist with the design of schemas, managing tables/views, and documenting data pipelines. Assist with the preparation of existing scripts and workflows for migration into Azure DevOps for version control, CI/CD integration and team collaboration. Assist with the refactoring and translating of code (e.g., Python, R, or SQL-based logic) for efficient computation in Snowflake.
15%	Assist with the creation of data dictionaries, controlled vocabularies, and data categorizations to ensure consistent metadata practices. Learn and apply relevant International Organization for Standardization (ISO) standards for data and information management.
Marginal Functions (Including percentage of time):	
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. The job requires the ability to retrieve and move files and/or documents up to 15 pounds.
Typical Working Conditions:
The incumbent works on the 17th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday.

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