

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Student Assistant		DWR POSITION NUMBER 3260-4870-900	SAP POSITION NUMBER 50102512	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION Engineering/Geomatics/CS and PM	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: E				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Nate Buchholz		SUPERVISOR'S CLASSIFICATION Senior Land Surveyor
APPROVED BY (Personnel Analyst's Name) Estevez Contreras				DATE 09/23/2025
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under the close supervision of a Supervising Land Surveyor, the incumbent assists various a Senior Engineer, a Research Analyst-GIS, and a Transportation Surveyor and performs simple mapping and Geographic Information Systems (GIS) work in the field or office as part of a planned training program.			
	ESSENTIAL FUNCTIONS This position requires a strong mathematical background, course work in GIS subjects, and computer skills. The incumbent is required to work cooperatively with others, including the public, and maintain consistent, regular, and punctual attendance. The specific duties are:			
40%	Utilize basic geospatial technical knowledge, by assisting public and state employees in locating aerial photography, topographic maps, and engineering drawing stored in the DWR photogrammetric archive. Exercise basic engineering knowledge, retrieve, files, and tend to the care and maintenance of the film and indexing records of the DWR photogrammetric archive.			
20%	Convert paper records of the archive indexing system to digital format using GIS software. Check computations and aerial photography for adherence to contract specifications, calculating scale, preparing scale drawings, flight height, overlap, tip, tilt and crab, using trigonometric and algebraic relationships.			
20%	Assist in the development of other GIS datasets from sources including historic mapping, LIDAR, and as products of spatial analysis operations.			
20%	Assist in managing datasets stored in relational SDE GIS geodatabases, in promoting data into these geodatabases. Assist in publishing imagery and other raster format data to DWR Image Server. Prepare web map applications to post on DWR's implementation of ESRI Portal.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Nate Buchholz		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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		<p>OTHER RESPONSIBILITIES</p> <p>The position also provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations & Maintenance, Engineering and the Office of Water Education during Governor-declared emergencies, and/or flood, dam, SWP and other incidents and emergencies. Additionally this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as CalEMA and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies This position may serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency response functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.</p> <p>DIVERSITY, EQUITY AND INCLUSION</p> <p>All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.</p> <p>SPECIAL REQUIREMENTS</p> <p>The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.</p>					