

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Student Assistant (E&A)		DWR POSITION NUMBER 3260-4871-900	SAP POSITION NUMBER 50093961	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: R11				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Nathan Buchholz		SUPERVISOR'S CLASSIFICATION Senior Land Surveyor
APPROVED BY (Personnel Analyst's Name) Estevez Contreras				DATE 09/24/2025
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under the close supervision of a Senior Land Surveyor (Supervisory), and in a trainee capacity, the Student Assistant (Engineering and Architectural) assists Geomatics Branch with cadastral and geographic information systems' projects. The scope of responsibilities of the incumbent are formulated to suit the incumbent's technical knowledge, skill and the Department's immediate workload requirements. As Section workload changes, work in other Geomatics Branch Sections may be required on a temporary basis.			
	ESSENTIAL FUNCTIONS This position requires the incumbent to establish and maintain cooperative relations with those contacted in the course of work; maintain regular, consistent, and predictable attendance; exercise good judgment. The specific essential duties are as follows:			
40%	Scan and geo-reference scanned images from historic film, paper maps, and card files using specialized scanning equipment, computers, and GIS software and add them to a specialized index for research and retrieval by department users. Scan historic photogrammetry film using a specialized film scanner and computer software system.			
30%	Perform basic GIS, CADD, photogrammetric mapping, and web mapping tasks for Geomatics Branch projects. Use various GIS, mapping, and CADD software to perform these tasks.			
30%	Perform basic field surveying activities required by Geomatics Branch as part of a survey field crew on an as-needed basis for various projects using various field and safety equipment, such as GPS, unmanned aircraft systems, remote-controlled boats, and other surveying equipment as required.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Nathan 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>This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during governor declared emergencies, 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 CalOES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recover, and mitigation 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>					