

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Student Assistant (Engineering & Architectural)		DWR POSITION NUMBER 1380-4871-900	SAP POSITION NUMBER 50058473	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION Modeling Support Office/Central Valley Modeling	
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) Zachary Roy	SUPERVISOR'S CLASSIFICATION Senior Engineer, Water Resources	
APPROVED BY (Personnel Analyst's Name) Tammy Geer			DATE 10/09/2025	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY: Under close supervision of a Senior Engineer, Water Resources, and in a trainee capacity, the incumbent will assist in performing engineering activities related to the water resources system models for the State Water Project (SWP) and Central Valley Project (CVP). ESSENTIAL FUNCTIONS: This position requires the incumbent to work cooperatively with other engineers and scientists, maintain regular, consistent and predictable attendance, exercise good judgment, and complete assigned projects and tasks as directed. The incumbent must have familiarity with basic engineering concepts and scientific methods of problem solving, working knowledge of Microsoft Office Professional applications (especially Word, Excel, and Powerpoint), and development software, and the ability to communicate effectively. The specific essential duties are, but are not limited to, the following: <div> <div>40%</div> <div>WRIMS MAINTENANCE: Assist Central Valley Modeling Section engineers in developing, and maintaining the Water Resources Integrated Modeling System (WRIMS) platform. Duties include writing tests within an existing testing framework, creating test datasets to be used by the test suite, characterizing and resolving bugs found through the testing system.</div> </div> <div> <div>40%</div> <div>WRIMS DOCUMENTATION: Assist Central Valley Modeling Section engineers in developing user-oriented documentation, and trainings for the WRIMS platform. Duties include preparing WRIMS use case descriptions, tutorials, API definitions, and reference material.</div> </div> <div> <div>10%</div> <div>WRITTEN COMMUNICATION: Assist in preparing engineering reports outlining the activities performed, and conclusions drawn during engineering projects. Duties include preparing materials for conferences, meetings with management, and meetings with stakeholder groups.</div> </div>			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Zachary Roy		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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10%	<p>VERBAL COMMUNICATION: Assist in preparing presentations in MS PowerPoint, handouts, and user guides on the features and use cases of WRIMS to present to peers, engineers, managers, and stakeholders.</p> <p>KNOWLEDGE, SKILLS AND ABILITIES:</p> <p>Willingness to work in a trainee capacity and do routine or detailed work in order to learn the practical development techniques; willingness and ability to accept increasing responsibility as appropriate for the position.</p> <p>SPECIAL REQUIREMENTS:</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>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> <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 Cal OES 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, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.</p>			