

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Student Assistant (E+A)		DWR POSITION NUMBER 3420-4871-900	SAP POSITION NUMBER 50087177/50087175	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DOE/Design/SEB/Structures Section I/II	
COLLECTIVE BARGAINING IDENTIFIER				
<input type="checkbox"/> 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) Cameron Best	SUPERVISOR'S CLASSIFICATION Senior Engineer, Water Resources	
APPROVED BY (Personnel Analyst's Name) Kimberly Balbuena			DATE 2/19/26	
<i>Percent of Time</i>	<i>Activity</i>			
	<p>POSITION SUMMARY Under close supervision of the Senior Engineer, Water Resources and in a trainee capacity, the Student Assistant (Engineering and Architectural Sciences) assists the various design engineers and technicians with structural engineering projects and reports within the Structural Engineering Branch (SEB). The scope of responsibilities of the incumbent are formulated to suit the Department's immediate workload requirements as well as the incumbent's technical knowledge, skill, and long range goals.</p> <p>ESSENTIAL FUNCTIONS This position requires the incumbent to work cooperatively with others and maintain regular, consistent, and predictable attendance. The specific essential duties are as follows:</p> <p>20% Utilize Computer Aided Drafting engineering applications such as AutoCAD, Revit, or Microstation to assist engineers in the Structural Engineering Branch (SEB) by preparing structural design drawings, figures and layouts. Review drawings prepared by others for accuracy, providing markups as required, including the use of Bluebeam Revu.</p> <p>20% Assist engineers in SEB with structural design and analysis by performing design calculations for civil projects. Perform calculations and design, utilizing engineering applications such as RISA3D and SAP2000 as needed to support spreadsheet and hand calculation analysis.</p> <p>15% Utilizing software such as Microsoft Office, update engineering-related information into spreadsheets and databases. Load and run miscellaneous computer programs to assist in design or analyses of civil projects.</p> <p>15% Write and organize project basis of design, design reports, field reports or other documents using Microsoft Word and Acrobat Pro. Prepare presentations and help present report findings utilizing Microsoft PowerPoint.</p>			
SUPERVISOR'S STATEMENT:		I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SUPERVISOR'S NAME (Print)		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)		EMPLOYEE'S SIGNATURE		DATE
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10%	Research engineering materials properties, design methods, and code standards used in the initial construction of existing buildings. Interpret information for use in structural engineering projects.		
10%	Check manufacturer's shop drawings for compliance with DWR standards. File engineering correspondence, calculations, and drawings for miscellaneous structural engineering projects.		
5%	Deliver and pick-up various engineering documents, correspondence, specifications, drawings, reference material, and supplies for the Branch. May involve travel to locations out of headquarters building.		
5%	Assist with field inspection of existing or proposed facilities. Perform inspections of slopes, embankments, tunnels, pipes, and other enclosed areas. Drive pick-up truck off-road usually on rugged terrain to and from the job sites.		
	<p>SPECIAL REQUIREMENTS Possession of a valid California Driver's License and operation of vehicles on public roadways to travel to remote areas may be required. Travel and overnight lodging may be required on some trips. Field inspections are often performed on rugged terrain.</p> <p>OTHER RESPONSIBILITIES 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 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 Must possess a valid California driver's license when conducting State business that requires driving a vehicle. May be required to travel on public roadways including traveling to remote areas. Travel on short notice and overnight lodging will be required on some trips.</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>		

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	<p>All applicants for Student Assistant positions must meet the following departmental eligibility requirements:</p> <ol style="list-style-type: none"> 1. Enrolled in nine (9) semester/eight (8) quarter units for undergraduate students or six (6) semester/four (4) quarter units for graduate students. 2. Achieved a 2.0 grade point average in the most recently completed academic term. 3. Declared a major related to the duties of the advertised position and enrolled in coursework required for that major. 			