

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

CLASSIFICATION <b>Student Asst. (Engineering &amp; Architectural Sciences)</b>		DWR POSITION NUMBER <b>4200-4871-900</b>	SAP POSITION NUMBER <b>50095538</b>	MCR <b>1</b>
APPOINTEE <b>VACANT</b>		SAP PERSONNEL NO. <b>tbd</b>	DIVISION/SECTION <b>Regional Assistance/Hydro, Hydra, &amp; Flood Mngmt</b>	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input checked="" type="checkbox"/> <b>R-11</b>				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Nathan Millingar</b>	SUPERVISOR'S CLASSIFICATION <b>Senior Engineer, Water Resources</b>	
APPROVED BY (Personnel Analyst's Name) <b>S. Meeks</b>			DATE <b>2/26/26</b>	
<i>Percent of Time</i>	<i>Activity</i>			
	<p><b>POSITION SUMMARY:</b>                      In a trainee capacity and under supervision of a Senior Engineer, Water Resources, of the Hydrology, Hydraulics and Flood Management Section, within the Water Resources Engineering Branch (WREB), Northern Region Office, Division of Regional Assistance, and with guidance from staff across all WREB Sections, the Student Assistant assists in tasks associated with engineering analysis, data collection, data entry, and field work including surveying and stream-flow measurements.</p> <p><b>ESSENTIAL FUNCTIONS:</b>                      This position requires the incumbent to work cooperatively with others; maintain regular, consistent, and predictable attendance; exercise good judgment; participate in a variety of meetings, including ongoing training and developmental opportunities; keep abreast of developments and technologies related to assigned duties; possess good technical writing skills; and interact with the public in a professional manner under a variety of circumstances.</p> <p>The specific essential functions are:</p> <p><b>20%</b>      Assist with topographic and bathymetric surveying, data collection, and processing using total stations and GPS equipment.</p> <p><b>20%</b>      Assist staff with preliminary engineering design, cost estimates, and economic analyses for potential fish passage and river restoration projects in Northern California. Assist in field investigations of fish passage and river restoration and in the preparation of written reports, maps and plans detailing results of the studies.</p> <p><b>15%</b>      Assist in the collection of surface water flow measurements using state of the art acoustic Doppler velocimeter, flumes, orifices, and weirs. This involves driving or riding in vehicles, for up to multiple hours, to a stream or river where you will wade in moving water with appropriate attire and</p>			
SUPERVISOR'S STATEMENT:		<b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
SUPERVISOR'S NAME (Print) <b>Nathan Millingar</b>		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT:		<b>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>		
EMPLOYEE'S NAME (Print) <b>VACANT</b>		EMPLOYEE'S SIGNATURE ➤		DATE

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APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION	
<b>VACANT</b>	<b>tbd</b>	<b>Regional Assistance/Hydro, Hydra, &amp; Flood Mngmt</b>	
<i>Percent of Time</i>	<i>Activity</i>		
10%	<p>protective equipment to hold meters or small instruments to measure stream velocity and depths. While onsite, collecting other data and maintaining equipment and electronics devices is performed. Assisting in the troubleshooting and fixing instruments.</p> <p>Assist regional office staff with computer-aided drafting, data entry, reviewing reports, and electronic archiving historical reports into database. Computer-aided drafting may consist of preliminary plan production, surface creation, and basic land development grading. Data entry will consist of using excel, or another database programs such as Hydstra.</p>		
10%	<p>Assist engineers and technicians in the development and evaluation of hydrologic and hydraulic modeling for design and/or flood risk evaluation. Work includes data entry into various models, troubleshooting and correcting model inputs, evaluating models outputs with assistance from staff, and creating figures and tables of results.</p>		
10%	<p>Assist engineers and technicians in the design and construction of multi-parameter stream gages. This includes site reconnaissance at both desktop and in-field, preparing tools and instruments for site installation, use of hand tools and small equipment in the physical installation of instruments next to streams and rivers. Assist in the calibration of gage instruments.</p>		
5%	<p>Assist in the in-office diagnosis and trouble shooting of gage hardware and equipment errors. This involve learning from experienced staff, careful examination of hardware, following processes and procedures, and providing recommendations to staff on potential solutions.</p>		
5%	<p>Assist the Watermaster in determining diversion allotments and flow rates.</p>		
5%	<p>Participate in special projects as required.</p>		
	<p>All employees are expected to complete time recording documentation, administrative documents to support program purchases, contracts, travel, and meetings by the required deadlines. This documentation should be of such clarity and completeness that it provides the Department and programs with defensible information in an audit.</p> <p><b>SPECIAL REQUIREMENTS:</b>            Must possess a valid California driver's license to drive a personal, rental, or State vehicle to meetings, conferences, trainings or project sites.</p> <p><b>PHYSICAL REQUIREMENTS:</b>            Field work requires strenuous physically activities, including:            - Overnight lodging on short notice, for several consecutive days at a time, traveling to facilities or field locations by vehicle, boat, or other means of transportation.            - Travel independently to remote areas            - Flexibility for working irregular hours, including weekends and holidays.</p>		

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<i>Percent of Time</i>	<i>Activity</i>		
	<p><b>PHYSICAL REQUIREMENTS(cont.):</b></p> <ul style="list-style-type: none"> <li>- Operating a pickup truck or other vehicle off-road on rugged or uneven terrain to and from sites, including possible transportation of trailer-based equipment.</li> <li>- Proficiency in handling and launching boats, with the capability to attach and operate an outboard motor.</li> <li>- Ability to traverse and transport equipment (up to 50lbs) over steep, remote, and rugged terrain to access sites, including areas without established roads, to reach remote work sites.</li> <li>- Swimming or staying afloat.</li> <li>- Working in and around swift and deep flowing waterways.</li> <li>- Remaining stable while wading in and crossing streams while moving heavy objects.</li> <li>- Capacity to endure field work for extended hours under a variety of extreme weather conditions.</li> <li>- Ability to work in densely vegetated areas, with the potential for encountering pests and wildlife.</li> <li>- Work with tools, concrete, steel, and wood.</li> </ul> <p><b>ABILITIES:</b> This position requires the ability to:</p> <ul style="list-style-type: none"> <li>- Utilize a variety of software, including Microsoft Office.</li> <li>- Use computer aided drafting (CAD), Geographic Information System (GIS), and surveying software to draft reports, memorandums, and letters; perform spreadsheet analysis; and prepare designs and maps.</li> <li>- Sit for long periods of time.</li> <li>- Strong word processing and report preparation skills.</li> <li>- Be detail oriented.</li> <li>- Work independently and maintain effective communication with all levels of staff, both verbally and written form.</li> <li>- Perform multiple tasks with precision, accuracy, and a commitment to neatness.</li> </ul> <p><b>OTHER RESPONSIBILITIES:</b> 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> <p><b>DIVERSITY, EQUITY AND INCLUSION:</b> 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>		

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<i>Percent of Time</i>	<i>Activity</i>			
	<p><b>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.</b></p>			

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APPOINTEE <b>VACANT</b>		SAP PERSONNEL NO. <b>tbd</b>	DIVISION/SECTION <b>Regional Assistance/Surface Water Investigations</b>	
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: <b>R11</b>
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APPROVED BY (Personnel Analyst's Name) <b>S. Meeks</b>			DATE <b>2/26/26</b>	
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