

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

CLASSIFICATION <b>Student Assistant (Engineering and Architectural)</b>		DWR POSITION NUMBER <b>1630-4871-900</b>	SAP POSITION NUMBER <b>50069633</b>	MCR <b>1</b>
APPOINTEE <b>Vacant</b>		SAP PERSONNEL NO.	DIVISION/SECTION <b>DRA/WUE/CIMIS, Land Use, &amp; Water Use/CIMIS</b>	
COLLECTIVE BARGAINING IDENTIFIER				
<input type="checkbox"/> Management Related BU:	<input type="checkbox"/> Supervisory Related BU:	<input type="checkbox"/> Confidential Related BU:	Rank and File BU: <b>R11</b>	
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Ricardo Trezza</b>	SUPERVISOR'S CLASSIFICATION <b>Senior Environmental Scientist</b>	
APPROVED BY (Personnel Analyst's Name) <b>S. Meeks</b>			DATE <b>5/29/26</b>	
<i>Percent of Time</i>	<i>Activity</i>			
	<p><b>POSITION SUMMARY</b> In a trainee capacity and under close supervision of the Senior Environmental Scientist (Supervisor) in the Water Use Efficiency Branch, CIMIS, Land Use, &amp; Water Use Section, CIMIS Unit, the Student Assistant, Engineering and Architectural Sciences (E&amp;A) will assist scientists with performing and supporting studies related to evapotranspiration estimation, water conservation, and water use efficiency projects.</p> <p><b>ESSENTIAL FUNCTIONS</b> This position requires the incumbent to work cooperatively with others; maintain regular, consistent, and predictable attendance; and exercise good judgment. Familiarity with Excel, Microsoft Office, and GIS software is desirable. Incumbent must be able to communicate effectively in written and verbal form with supervisors and other Department of Water Resources' (DWR) staff, as well as with personnel of other public and private agencies and the general public. Specific duties are:</p> <p><b>40%</b> Assist in analyzing historical CIMIS data, tracking and reporting data quality control flags using CIMIS administrative website. Assisting CIMIS staff in gathering serial numbers and other relevant data from CIMIS sensors and equipment; entering the collected data into the CIMIS maintenance database; providing summary and verifying accuracy of entered data by working closely with respective CIMIS staff. Assist with equipment inventory and organization; sensor calibration; CIMIS maps organization; and equipment repair. Organize equipment at the CIMIS workshops.</p> <p><b>40%</b> Support CIMIS staff in conducting scientific research in atmospheric science, irrigation, and hydrology, as well as in outreach and engagement activities. The position will facilitate setting up equipment in the field; collecting data from the field either remotely or by physically traveling to the field with CIMIS staff; entering the collected data into a database and/or required software (such as Excel, ArcGIS, and Statistical Packages). Analyze data obtained from CIMIS stations.</p>			
SUPERVISOR'S STATEMENT:		<b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
SUPERVISOR'S NAME (Print) <b>Ricardo Trezza</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)		EMPLOYEE'S SIGNATURE ➤		DATE

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<i>Percent of Time</i>	<i>Activity</i>			
<b>40% (cont.)</b>	<p><b>Attending meetings and workshops and assisting with distributing CIMIS related materials; and responding to and/or redirecting inquiries from CIMIS data users.</b></p>			
<b>20%</b>	<p><b>Perform other assignments as required and deemed necessary by the supervisor, such as: support other scientists and staff in the CIMIS, Land Use, and Water Use Section, and helping the Section with various outreach activities.</b></p> <p><b>SPECIAL REQUIREMENTS</b>  <b>The duties require occasional travel to attend meetings, training, and/or field visits.</b></p> <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> <p><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.</b></p>			