

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Associate Telecommunications Engineer		DWR POSITION NUMBER 2761-3640-003	SAP POSITION NUMBER 50054276	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION O&M/ADM-Eng/Comm Branch/Network Eng Section	
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: R09	
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Roberto Ceballos Jr.,	SUPERVISOR'S CLASSIFICATION Senior Telecommunications Engineer	
APPROVED BY (Personnel Analyst's Name) Marissa Arriaga			DATE 6/24/26	
<i>Percent of Time</i>	<i>Activity</i>			
40%	<p>POSITION SUMMARY:</p> <p>Under the supervision of the Network Section Manager, the incumbent is responsible for the engineering, support, installation, maintenance, and operation of the Department's Networks and Communication infrastructure and systems. Areas of responsibility include: Network Operations Center, the Joint Operations Communications Center, and the various systems and equipment that comprise the Department of Water Resources' State Water Project (SWP) Communications System, and Operations and Maintenance Communications Systems.</p> <p>ESSENTIAL FUNCTIONS:</p> <p>This position requires that the incumbent work independently and cooperatively with others; maintain regular, consistent, and predictable attendance; exercise good judgment; follow established safety procedures inherent in the job; and communicate effectively both orally and in writing. Must be flexible and be able to produce outcomes on multiple concurrent assignments and serve as a technical point of contact on selected projects as needed. The specific essential duties include, but are not limited to the following:</p> <p>Perform moderate to complex telecommunications engineering tasks to operate, monitor, manage, maintain, troubleshoot, isolate, resolve and document problems and outages for the Department's and SWP's various communications equipment and systems. This includes, but is not limited to: network transport systems, fiber optic multiplexing systems, copper multiplexing systems, microwave radio systems, leased facilities, network security components, routers, switches, wireless, channel service units, network management stations and network ancillary equipment. Monitor systems, analyze events and alarms, identify process for system restoration, coordinate with Department Engineers, Telecom service providers, contractors, vendors and Department of Water Resources (DWR) Hydro Electric Plant (HEP) Technicians on service restoration. Direct DWR HEP Technicians on equipment replacement. Create trouble tickets, track problems and document findings</p>			
SUPERVISOR'S STATEMENT:		I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SUPERVISOR'S NAME (Print) Roberto Ceballos Jr.,		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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CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Associate Telecommunications Engineer	2761-3640-003	50054276	1
APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION	
Vacant	TBD	O&M/ADM-Eng/Comm Branch/Network Eng Section	
<i>Percent of Time</i>	<i>Activity</i>		
25%	<p>Lead the research, engineer, design, and coordination and implementation of system expansions, upgrades, replacements, and installations incorporating new technologies not currently used in the system for the SWP Communications System. Perform field surveys and coordinate and design with Telecom service providers for leased circuits to new facilities and to upgrade circuits at existing facilities. Develop engineering documentation, drawings, and operations procedures for new installations and system modifications. Complete required documentation for all system changes. Conduct research, analyze alternatives, perform economic analysis, and develop reports for communication system alternatives or proposals which may require oral presentation as needed.</p>		
10%	<p>Work independently and collaboratively on teams in the engineering and implementation of new communications systems. Assist in developing the technical criteria for implementing applications onto the communications systems. Meet with business owners to define new and changing functional requirements based on new projects, initiatives, or raised issues. Assist in providing alternatives and design recommendations for applications or for users requesting communications services. Participate in the creation of specifications and drawing packages for contracts.</p>		
10%	<p>Provide technical direction to the Department HEP Technicians for communications system troubleshooting, system restoration, and equipment installation. Requires both verbal and written detailed instructions be provided. Provide in-depth technical emphasis on multiplexing systems (fiber and copper), network security, local area networks, and wide area networks.</p>		
10%	<p>Work on various tasks associated with the North American Electric Reliability Corporation (NERC) reliability standards Critical Infrastructure Protection (CIP) Compliance Program. These tasks may include developing program documentation and procedures, conduct detailed log reviews, collect and analyze data from various network systems, monitor for security events and anomalies, and initiate corrective actions if required, provision and track user access and accounts, plan and conduct vulnerability assessments and document findings, create action plans for issue mitigation, and conduct patch and security vulnerability assessments and document findings.</p>		
5%	<p>Communicate and coordinate with other entities, including Division of Engineering, California Technology Agency, Division of Operations and Maintenance, Division of Technology Services, California Independent System Operator, Telecom providers, and internal and external business partners on new projects, outage coordination, system modifications, system maintenance and for the exchange of knowledge. Participate in negotiations and obtain quotes from outside resources such as vendors or secondary market provider to provide hardware, software or services for communications systems. Represent Communications Branch at field locations which requires driving a vehicle on public roadways and/or travel by air which includes overnight stays.</p>		

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<i>Percent of Time</i>	<i>Activity</i>		
	<p>KNOWLEDGE, SKILLS, AND ABILITIES:</p> <p>Must have normal manual dexterity and eye-hand coordination to operate keyboards and control panels of communications equipment; ability to see clearly with normal or corrected vision and distinguish colors as the computer screens are color-coded indicating either a function or action; strength and ability to move material or equipment up to 25 pounds; stamina and ability to bend, stoop, kneel, and crawl; climb stairs and uneven (sometimes steep) slopes while carrying equipment; able to operate computers; and have the mobility to walk unassisted throughout the facilities of the Field Divisions. Must have the ability to make sound independent technical decision on real-time systems under tight time constraints. Must be able to work concurrently on multiple projects, sometimes in multidisciplinary areas.</p> <p>SPECIAL REQUIREMENTS:</p> <p>Must be willing to work sometimes outside of normal business hours, travel, and stay overnight in various locations throughout the State of California. Work will require driving a vehicle on public roadways and/or uneven terrain to remote areas. Will be contacted for after-hours emergency call-out support of the communications system.</p> <p>Employee is required to successfully complete all safety training related to the functions of the job.</p> <p>Under the provisions of the North American Electric Reliability Corporation Critical Infrastructure Protection Standard CIP-004 as part of the Energy Policy of 2005, this position has authorized cyber access to or unescorted physical access around critical cyber assets and is subject to a satisfactory background check prior to appointment and every seven years thereafter.</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 (DWR) 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>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 participates in emergency operations in the capacity of area teams, field inspection, coordination, and assists 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 also serves 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>			