

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Youth Aid		DWR POSITION NUMBER 0610-9991-900	SAP POSITION NUMBER 50056599	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DBS/Admin. and Transportation Management	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☒ Rank and File BU: E				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Terry Randolph		SUPERVISOR'S CLASSIFICATION Supervisor I
APPROVED BY (Personnel Analyst's Name) Marissa Arriaga				DATE 6/26/26
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under close supervision and in a trainee capacity of the of the Supervisor I Administration and Transportation Management, the incumbent will serve as a Youth Aid for the Division of Business Services (DBS) and Division of Human Resources (DHR). The Youth Aid will be responsible for providing clerical support to various programs within the DBS/DHR offices and reception.			
	ESSENTIAL FUNCTIONS This position requires that the incumbent work cooperatively with all levels of staff, both in person and on the telephone, maintain regular, consistent, and predictable attendance; This is a highly visible position that will require excellent customer service skills, use good judgment when dealing with employees and the public, maintain confidential personnel records, exercise initiative, and handle changing priorities. The specific essential duties may include, but not be limited to:			
40%	Assist with various office and receptionist functions in both the DBS and DHR reception areas. Including greeting and providing information to department employees and the public, answering telephones, and relaying messages, signing in candidates for interviews and exams, delivering material to other programs as needed. Assists with miscellaneous filing, photocopying, and running errands within the Headquarters Building and assisting analysts by making copies of contract and procurement packages that are executed and ready to be distributed. Operate general office equipment and provide assistance to staff when necessary. Assist various programs with support on projects within DBS and DHR.			
35%	Assist as back-up to other clerical staff in DBS and DHR as needed. Support DHR and DBS lead clerical staff by scanning confidential materials. Provide assistance in the mail room preparing Department archival documents for scanning. Maintain stock levels for miscellaneous office supplies, place reservations using SAP with the DWR Warehouse, and surplus outdated and excess items. Assists with DWR Green Pastures Room in fulfilling orders and scheduling appointments for drop off and pick up of reusable office supplies.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Terry Randolph		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
Youth Aid		0610-9991-900		50056599	1
APPOINTEE		SAP PERSONNEL NO.	DIVISION/SECTION		
Vacant		TBD	DBS/Admin. and Transportation Management		
Percent of Time	Activity				
25%	Assists ATM staff with in person inquiries for DWR employees for questions regarding the Department's Vehicle Pool Program and Bike Share programs with reservations and checking out vehicles. Help with maintenance and washing vehicles. Responds to bike availability inquiries or issues by telephone, e-mail, and in-person. Provides assistance for Commuter Transit counter inquiries; including assisting employees with DWR Commuter Subsidy Program and Connect Card Enrollment process. Preparing CalATERS Transit subsidy request cover letters for management approval. Occasionally will drive to conduct State Business during business hours such as delivering/shuttling vehicles to the Mobile Equipment Office (MEO), service vendor, or car wash. Assists in conducting the preoperational checklist on all pool vehicles, as to the service vendor or car wash, preoperational checklist. KNOWLEDGE, SKILLS, AND ABILITIES Ability to: - Understand, learn, and proficiently use the standard Microsoft Office suite of software and electronic data processing systems and operate various office machines; - Read, understand, and follow written instructions and procedures; - Understand and follow verbal instructions; - Gain and maintain the confidence and cooperation of those contacted during the course of work; - Learn new tasks and demonstrable capacity for development; - Perform clerical work, including the ability to spell correctly, use correct grammar, and calculate solutions to mathematical problems involving addition, subtraction, multiplication, and division. Skills to: - Interact with various levels of staff, management, and the public in a professional and courteous manner; - Interpret and apply policies and procedures used in the course of work, such as the DWR Correspondence Manual, DWR training rules and guidelines, and DWR Timekeepers Manual; - Communicate clearly and concisely with all staff. SPECIAL REQUIRMENTS Must possess a valid California Class C Driver's License, and have general knowledge of vehicle condition, traffic and driving safety skills and rules. 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. 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. Must be physically able to move materials up to 25 pounds: able to bend, stoop, reach, sit at a desk, and stand for lengthy period of time.				