

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Youth Aid		DWR POSITION NUMBER 0820-9991-900	SAP POSITION NUMBER 50100360	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	BRANCH/SECTION CVFPB/Operations Branch/Enforcement	
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) Angeles Caliso	SUPERVISOR'S CLASSIFICATION Senior Engineer, WR	
APPROVED BY (Personnel Analyst's Name) Marissa Arriaga			DATE 7/8/26	
<i>Percent of Time</i>	<i>Activity</i>			
	The Central Valley Flood Protection Board (Board) is the State's regulatory Board responsible for ensuring appropriate standards are met for the construction, maintenance, and operation of the flood control system that protects life, property, and habitat in California's Central Valley. The Board serves as the State coordinator between the local flood risk control agencies, and the federal Government, with the goal of providing the highest level of flood protection possible to California's Central Valley. As a valued member of the Board staff, the incumbent assists the Board with its regulatory responsibilities, including its primary objective: to reduce the risk of catastrophic flooding to people and property within the California Central Valley; this is achieved through the Board's regulatory programs, which include permitting, enforcement, property management, environmental compliance, and through the development, adoption, and implementation of the Central Valley Flood Protection Plan. The Board is a performance driven, transparent, and responsible organization that values its employees, resources, and partners, and meets new challenges through leadership, innovation, and teamwork. 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. POSITION SUMMARY Under close supervision of the Senior Engineer Water Resources, the Enforcement Section Supervisor, Youth Aid performs a variety of routine clerical tasks and assists staff, which may include learning to operate basic office equipment and computer programs. ESSENTIAL FUNCTIONS This position requires the incumbent to work cooperatively with others, maintain regular, consistent and predictable attendance, and exercise good judgment. The specific essential duties are as follows:			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Angeles Caliso		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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Percent of Time	Activity			
45%	Assists staff with document management: with desktop or standing scanners, scan various materials for record keeping; enter, categorize and name documents electronically; enter documents and other information into electronic database; file documents into hard-file systems.			
25%	Assists staff with clerical duties and reception duties: answer multi-line telephone, greet visitors from reception area and escort to meeting rooms, assist in mail distribution, assist with board package production, make copies, file letters and other documents into binders and filing cabinets.			
25%	Assists staff with store-keeping: order, pick up, organize, and distribute office supplies; stock printers with paper and toner.			
5%	Other: Assist staff with small projects; other duties as required.			
	WORK ENVIRONMENT			
	The Board operates in a Hybrid workplace, meaning employees complete their work responsibilities and work across multiple workplace settings, including on-site at State facilities, home residences and other locations. This position is considered Remote-Centered, working an average three or more days per week from an alternate, non-State owned or operated work location.			
	OTHER RESPONSIBILITIES			
	In support of the California State Emergency Plan, this position may be redirected to provide necessary support during Governor declared emergencies, including flood, dam, State Water Project, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and may assist agencies such as the Department of Water Resources, California Office of Emergency Services (Cal OES), and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. When a State of Emergency is proclaimed, Cal OES will lead California’ s recovery operations and coordinate assistance provided by other State agencies and the federal government.			