

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Student Assistant (E&A)		DWR POSITION NUMBER 2741-4871-900	SAP POSITION NUMBER 50030122	MCR 1
APPOINTEE VACANT		SAP PERSONNEL NO. TBD	DIVISION/SECTION O&M/ADM-Eng/EES/EEB 1/Electrical Eng Sec A	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☒ Rank and File BU: R11				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Derrick Bell	SUPERVISOR'S CLASSIFICATION Senior HEP Utility Engineer (Supv)	
APPROVED BY (Personnel Analyst's Name) Marissa Arriaga			DATE 8/5/2026	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under close supervision of the Manager, Electrical Engineering Section A, and in a trainee capacity, the incumbent will assist in performing engineering work on matters relating to electrical and mechanical systems on the State Water Project.			
	ESSENTIAL FUNCTIONS This position requires that the incumbent work cooperatively with others; follow established safety procedures inherent to the job; maintain consistent, regular, and predictable attendance; exercise good judgment; complete assigned projects and tasks as directed. The ability to communicate effectively, both written and verbal, with supervisors, engineers, technicians, and support staff is critical to performing assigned tasks. The specific duties include, but are not limited to the following:			
45%	Assist Section engineers with specifications development, data collection, data entry, record keeping, analysis, and status reporting of electrical systems. This may require driving a vehicle on public roadways. Review and perform calculations related to equipment scheduled for modification, replacement and/or repair. Assist with development of tracking tools such as databases, excel workbooks, and Microsoft project schedules.			
25%	Prepare, review, and edit computer generated charts, tables, graphs and drawings for technical reports and engineering projects.			
10%	Research equipment drawings and records required for the modification and/or repair of generators, motors, transformers, circuit breakers, protective relays, and other associated hydroelectric equipment.			
10%	Compile equipment operations and maintenance reports. Scan and store electronic files of engineering drawings and documents in portable document format (PDF) related to State Water Project hydroelectric equipment maintenance, repair and modifications performed under contracts			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Derrick Bell		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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VACANT		TBD	O&M/ADM-Eng/EES/EEB 1/Electrical Eng Sec A		
Percent of Time	Activity				
	administered by the Section and Branch.				
5%	Retrieve specifications and drawings from different softwares and microfilm, order all necessary equipment and supplies, review and edit equipment inspection reports, and accompany engineers on equipment inspection trips. This will require driving a vehicle on public roadways and or on uneven terrain.				
5%	Maintain and enhance file systems and network files and solve computer-related problems. Operate and maintain the Branch's video equipment, and provide audio/visual support for meetings, seminars, etc.				
	SPECIAL REQUIREMENTS: Must be willing to work sometimes outside of normal business hours, travel, and stay overnight in various locations throughout the State of California. Employee is required to successfully complete all safety training related to the functions of the job. 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.				
	Must be able to work a minimum of 16 hours per week.				
	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.				
	KNOWLEDGE, SKILLS, AND ABILITIES: Strength and ability to move, push, pull and/or transport up to 25 pounds. Must have stamina and ability to bend, stoop, kneel, and crawl; climb stairs and uneven (sometimes steep) slopes while carrying equipment; ability to operate computers and database applications. Must have the mobility to walk unassisted throughout the facilities of the State Water Project. Must be able to work in adverse weather conditions (e.g., extreme hot or cold.) Must work well with others and follow established safety procedures inherent in the job.				
	OTHER RESPONSIBILITIES: 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.				

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<i>Percent of Time</i>	<i>Activity</i>			
	All applicants for Student Assistant positions must meet the following departmental eligibility requirements: 1. Enrolled in nine (9) semester/eight (8) quarter units for undergraduate students or six (6) semester/four (4) quarter units for graduate students. 2. Achieved a 2.0 grade point average in the most recently completed academic term. 3. Declared a major related to the duties of the advertised position and enrolled in coursework required for that major.			