

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Student Assistant (Engineering & Architect. Sciences)		DWR POSITION NUMBER 1220-4871-900	SAP POSITION NUMBER 50096001	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION CA Energy Bond Office/RCR Section	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☒ Rank and File BU: 11				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Beatrice Silva	SUPERVISOR'S CLASSIFICATION Senior HEP Utility Engineer (Sup)	
APPROVED BY (Personnel Analyst's Name) Jennifer Greathouse			DATE 8-20-26	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under close supervision of the Senior Hydroelectric Power Utility Engineer (Supervisor), in a temporary trainee capacity, and with guidance from Associate Hydroelectric Power Utility Engineers, the Student Assistant (Engineering and Architectural Sciences) assists the Regulatory Compliance and Reporting Section of the California Energy Bond Office (CEBO). Assignment will include engineering analysis and technical support activities on matters relating to CEBO's administration of the Electric Power Fund (EPF) as authorized by Assembly Bill (AB) 1X and the DWR Charge Fund (DCF) as authorized by AB 1054 and other regulatory requirements. Some travel for meetings and specific learning events may be necessary.			
	ESSENTIAL FUNCTIONS This position requires the incumbent to work cooperatively with others; maintain regular, consistent and predictable attendance; exercise good judgment and maintain confidentiality; and communicate effectively both verbal and in writing. The specific essential duties are as follows:			
40%	Perform basic engineering tasks such as monitoring energy usage and revenues from Investor Owned Utility's (IOUs) customers. Assist in the preparation of technical analyses and reports to support engineering and economic studies. Work will include data evaluation, developing load analysis tools, and modeling and projecting financial models based on economic conditions.			
30%	Provide assistance to section staff with technical literature research and summarization of the research to assist in preparation of analysis. The overarching research projects are looking at how the industry is evolving and the impacts to the department. In addition, assist in the preparation of presentations to DWR Management and other program stakeholders.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Beatrice Silva		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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20%	Track new regulations and amendments to the existing legislation AB 1054 to assist in assessing impacts to the DCF program. Assist in analyzing economic and operational impacts of new rules and regulations approved by various environmental and regulatory agencies that may impact the energy market to assess residual impacts to the IOUs, their customers and the DCF program.						
10%	Perform other engineering duties that will assist with EPF and DCF program management. Duties under the EPF program consist of monitoring litigation settlements and the subsequent refunds to the IOU customers. Duties under the DCF program consist of working closely with the internal Financial Management Section (FMS) assisting in the creation of reports that feed into the payments to the California Earthquake Authority (CEA). Additional duties under the EPF and DCF programs consist of working closely with DWR Department of Fiscal Services (DFS), assisting in the creations of reports that feed into the Financial Statements. SPECIAL REQUIREMENTS Essential functions above may require travel to Headquarters and various other locations within California for meetings. Must have excellent research, writing, and verbal communications skills. Must be proficient with Microsoft Office Suite (e.g. Word, Excel, and PowerPoint) and know how to access web-based graphical interfaces. 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.						