

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Student Assistant		DWR POSITION NUMBER 2140-4870-900	SAP POSITION NUMBER 50100687	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION O&M/ADMN/Emergency Management Branch	
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) David Panec	SUPERVISOR'S CLASSIFICATION Principal Engineer, WR	
APPROVED BY (Personnel Analyst's Name) Taylor Marshall			DATE 8/21/2026	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under supervision of the Emergency Management Branch (EMB) Manager, in a trainee capacity, with guidance from other EMB engineers, the Student Assistant will perform work that assists in the Emergency Preparedness Program's (EPP) development, maintenance, and support of their objectives, applications and documentation.			
	ESSENTIAL FUNCTIONS This position requires the incumbent to work cooperatively with others; maintain regular, consistent, and predictable attendance; exercise good judgment; possess good written and oral communication skills; and complete assigned projects and tasks as directed. The specific essential duties include, but are not limited to, the following:			
20%	Assist EMB Manager and EMB leads in performing data management and data entry to ensure complete and accurate information is available for planning, analysis, use, and training. Assist with preparing and developing EPP SharePoint site structure, population, and updates needed to provide complete and accessible information and tools to support emergency preparedness and response efforts.			
20%	Assist EMB leads with training and exercise plans and coordination, outreach, and scheduling. Assist with training, exercises, seminars, drills, or field reviews and any required follow-up including validation or checking contacts on communication directories. May include calendar creation and update, site setup, taking notes, tracking metrics and assignments, and document management. May require traveling throughout the State by vehicle.			
20%	Assist with development, tracking and physical creation and update of all emergency management-related plans, manuals, and guidebooks generated by EMB. This may include but is not limited to: writing, copying, organizing, compiling, submitting and tracking print orders; to physically putting binders together and distributing to book holders, documenting process, and archiving files.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) David Panec		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/ADMN/Emergency Management Branch	
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10%	Assist with developing GIS databases and using ArcGIS or Quantum GIS. Develop maps and perform preliminary GIS analysis for EMB, or other divisions of SWP as needed for emergency preparedness or response, as directed.			
10%	Assist with review, implementation, and documentation of communication tools and training used for emergency response. To include all communication tools currently used, investigation into new technology and options, as well as assisting in validation of inventory.			
10%	Review contract invoices and provide comments to the Task Order Managers and/or Contract Manager; includes comparing invoices to Task Orders or Letters of Authorization and Contracts, and confirming hours and direct costs.			
10%	Assist EMB Manager and EMB leads by preparing reports, meeting agendas and minutes, Excel spreadsheets, and other general office duties, as necessary.			
	KNOWLEDGE, SKILLS, AND ABILITIES: Ability to move and transport equipment and materials up to 25 pounds. Strength and ability to climb up long ladders and multiple flights of stairs. Must have stamina and ability to bend, stoop, kneel, and crawl; traverse stairs and uneven (sometimes steep) slopes while carrying equipment; and possess manual dexterity required to operate instruments, computers, and record data. Has ability to deliver concise manuals, instructions, reports, or modify other technical documentation. Can communicate, both verbal and written, capture information, has interpersonal, collaborative, and customer support/service skills. Self-motivated. Possess ability to organize information, and materials related to maintaining and updating various EPP records and databases. Knowledge in using Microsoft Office applications (i.e. Excel, Word, and PowerPoint) is required. Must have ability to review data for accuracy. Must have ability to learn and adapt to changing tasks and take direction. Knowledge, skill, and ability to understand ArcGIS, and develop databases using Excel Visual Basic and Access is a plus. SPECIAL REQUIREMENTS Travel throughout the State may be required. Must be willing to work occasionally 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.			

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	The Department of Water Resources (DWR) is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular and consistent attendance is essential to the successful performance in this position. OTHER REQUIREMENTS: 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. Student Assistant: 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.			