

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Student Assistant (Engineering & Architectural)		DWR POSITION NUMBER 1491-4871-900	SAP POSITION NUMBER 50045909/50088720	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DFO/Risk Assessment and Mapping Section	
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) MD Haque	SUPERVISOR'S CLASSIFICATION Supervising Engineer, Water Resources	
APPROVED BY (Personnel Analyst's Name) Sydney Mecke			DATE 9/10/26	
<i>Percent of Time</i>	<i>Activity</i>			
40%	POSITION SUMMARY Under the close supervision of Section Manager and Senior Engineers, Water Resources the Student Assistant (Engineering and Architectural Sciences) will assist with hydrologic and hydraulics (H&H), and geomorphic study projects carried out by the Risk Assessment and Mapping Section (RAMS) including Floodplain Risk assessment special studies The incumbent will also support technical work on scientific research and development efforts for innovative tools development, data assimilation and quality control , artificial intelligence applications in modeling and mapping studies , sections H&H model development and validation activities, and web-based information management application in support of the RAMS technical study projects and risk mapping program activities. ESSENTIAL FUNCTIONS This position requires the incumbent to work cooperatively with others in a courteous and professional manner; be detail oriented; exercise good judgment and be able to keep a predictable work schedule. Good interpersonal and communication skills are essential. Experience with Microsoft Office applications including Word, Excel, and Power Point is desired. Knowledge in computer applications of mathematical modeling software such as HEC-RAS, HEC-HMS, geo-spatial analyses software (ARCGIS, QGIS, SMS etc.) and programming such as MATLAB, R, Python etc., is desirable. Experience working in a diverse team environment in an academic or professional setting is desirable. The specific duties are, but are not limited to, the following: Perform basic engineering tasks including research and analyses of topographic, bathymetric, geomorphic and hydrologic data to prepare inputs for hydrologic and hydraulic flood models utilizing spreadsheet, ARCGIS, HEC-HMS, HEC-RAS and other modeling software for streamflow and floodplain analyses for high flood risk areas in the Central Valley and within the State. Assist section manager and H&H modeling subject matter experts to process modeling results that may			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print)		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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Student Assistant (Engineering & Architectural)		1491-4871-900	50045909/50088720	1
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Vacant		TBD	DFO/Risk Assessment and Mapping Section	
Percent of Time	Activity			
20%	include graphs, charts and maps and animations to visualize, flood modeling results for quality control and presentation of technical study findings in reports, exhibits, and technical reports and briefing documents.			
20%	Perform assignments to support the section’s technical studies including watershed-based floodplain risk assessment studies, central valley and statewide flood hazard mitigation planning technical studies, and coastal hazard identification studies and mapping. Tasks include assisting engineers and subject matter experts for literature search and review study reports, and publications in scientific and engineering journal articles and State and federal agency document libraries and repositories. Prepare summaries of the research in support of special technical study projects.			
20%	Assist special engineering project lead, unit and section managers in project and program management tasks including setting up coordination meetings, agenda and meeting material preparation and distribution, developing and tracking decision logs, organizing, cataloging, and archiving correspondence with the federal, State and local agencies, the Governor’s Office of Emergency Services, and other internal and external partners and collaborating agencies on engineering studies. Assist unit and section managers in researching, digitizing, organizing, cataloging, and archiving project data, deliverables and lessons learned.			
10%	Assist the section and unit managers and special project lead for Architectural and Engineering task order invoice reviews, service contract invoice reviews and reporting, preparing, and populating section budget planning and tracking spreadsheets and tools as directed. Coordinate with office technicians and other managers to assist in cataloging important flood study data and reports.			
10%	Assist engineers to collect watershed field data and quality control analyses in coordination with Division of Engineering, Modeling Support Office, local agencies, United States Geological Survey, California Geological Survey and other State, federal, and local partners. Assist in creating and tracking an inventory of The Department of Water Resources flood risk analyses and mapping projects, flood data, and information to support statewide risk assessment discovery process.			
SPECIAL REQUIREMENTS				
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.				