JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Water Resources Technician II	**2152-3043-XXX**	**50000847/50001771**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**O&M/ADM-N/Operations Reporting Section**

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☐	☐	☐	☑ **R11**

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	**Mary Valdez**	**Water Services Supervisor**

APPROVED BY (Personnel Analyst's Name)	DATE
Taylor Marshall	**11/2/2026**

Percent of Time	*Activity*
	POSITION SUMMARY: **Under general supervison of the Supervisor of the Operations Reporting Section, the Water Resources Technician II is responsible for compiling and organizing State Water Project (SWP) water operations data. The incumbent performs journey-level technical work to support the preparation, documentation, and distribution of SWP water operations information. Work includes reviewing data for completeness, compiling datasets into established formats, and assisting higher-level staff with development of water operations materials.**
	ESSENTIAL FUNCTIONS: **This position requires that the incumbent work cooperatively with others; maintain regular, consistent, and predictable attendance; and exercise sound judgment. The specific duties include, but are not limited to:**
40%	**Compile, check for completeness, and organize SWP water operations and joint-use facility data, including reservoir and aqueduct flows, storage changes, inflows, outflows, deliveries, and gain/loss information. Flag data irregularities and forward them to higher-level staff for review. Enter verified data into spreadsheets, logs, and established databases. Update and maintain documentation in accordance with section procedures.**
30%	**Prepare spreadsheet files and data tables that document SWP operations. Organize verbal, written, and electronic information used for internal and external reporting. Maintain orderly filing and storage systems for water operations data and supporting documentation. Support staff by compiling materials needed for technical reports and presentations.**
15%	**Prepare graphs, charts, maps, and other visual representations of SWP operations data. Compile data elements required for visual displays and ensure accuracy before submission to higher-level staff. Use standard software tools to format basic visual materials for engineering reports and management presentations.**

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Mary Valdez	➢	

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
VACANT	➢	

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Water Resources Technician II	**2152-3043-XXX**	**50000847/50001771**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**O&M/ADM-N/Operations Reporting Section**

Percent of Time	*Activity*
10%	**Gather and organize data needed to verify computational results. Retrieve required datasets and supporting information, and provide basic clarification of water operations data using an understanding of SWP facilities and general operational characteristics.**
5%	**Access, retrieve, share, and send SWP water operations data using standard computer systems. Provide basic support with common hardware such as scanners and printers, and use standard DWR software applications, including communication and spreadsheet tools, to facilitate data handling.**

KNOWLEDGE, SKILLS, AND ABILITIES:
Must have stamina and the ability to sit at a desk and/or computer for extended periods. Must have the ability to utilize computers effectively to analyze extensive amounts of data/information accurately under tight time constraints; communicate effectively both orally and in writing; and maintain strong interpersonal relationships while working (whether independently or in groups) under tight time constraints. Must be able to analyze information and effectively complete work assignments; and develop and maintain strong working knowledge of policies, regulations, and procedures.

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. This may require driving a vehicle on public roadways.

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.

Under the provisions of the North American Electric Reliability Corporation Critical Infrastructure Protection Standard CIP-004 as part of the Energy Policy of 2005, this position has authorized cyber access to or unescorted physical access around critical cyber assets and is subject to a satisfactory background check prior to appointment and every seven years thereafter.

The Department of Water Resources (DWR) 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.

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Water Resources Technician II	**2152-3043-XXX**	**50000847/50001771**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**O&M/ADM-N/Operations Reporting Section**

Percent of Time	*Activity*
	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.**