



Position Details

Classification: Student Assistant –
Engineering and Architectural Sciences

Office/Branch: Program Delivery/Rail &
Operations Delivery/Network Integration

Working Title: System Integration Student
Assistant

Location: Sacramento

Position Number: 311-640-4871-901

HR Approval Date/Initials: 7/12/23 RS

**CBID/Bargaining
Unit:** R11

**Work Week
Group:** 2

Tenure:
Temporary

Time Base:
Intermittent

Job Description Summary

Under close supervision by the California High-Speed Rail Authority’s (Authority) Deputy Chief of Rail Operations Delivery, and in a learner capacity, the Student Assistant will participate in baseline requirement management and integration process, quality control, and quality assurance of data. The Student Assistant will also coordinate meetings with other business units as needed.

Duties

Percentage

Essential (E)/Marginal (M)

- 40% (E)
 - Support the Requirement Manager in the maintenance and review of the requirement database by organizing backup, verifying allocation of requirements, archiving of the data provided by the contractors.
 - Manage the update of the handbook for (IBM Rational Dynamic Object-Oriented Requirements System —(DOORS)
 - Assist with defining the organization of the data (Architecture) in the requirement database (DOORS).
 - Assist with updating the user Manual of the Database software (DOORS) to explain to contractors how to deliver proper data to the Authority.

- 30% (E)
 - Support the managers of different technical fields (Reliability-Availability-Maintainability (RAM), Interface, Configuration, and Certification) of the System Engineering team by performing specific tasks of the respective disciplines, such as organizing follow up of deliverables and the review of these deliverables through the teams and managing the meeting organization and record of meeting minutes for the Certification Committee.

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- 25% (E)
- Help prepare reports and metrics to support the System Engineering and Integration Manager to submit the results and performances of the team to the executives' meetings. That will include collecting data from the reporting of the different contractors and compile them in concise and readable executive summary.
- 5% (M)
- Other job-related duties as required.

Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Conflict of Interest (COI) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Bilingual Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Contract Manager Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Medical Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Type:		Language:		

Other Special Requirements Information: N/A

Knowledge and Abilities

Knowledge of: Elementary principles and procedures as required by the hiring department.

Ability to: Reason logically, write effectively, analyze situations accurately, and adopt an effective course of action; establish and maintain cooperative relations with those contacted in the work.

Desirable Qualifications

- An interest in transit and rail related project and issues.
- Proficiency with Microsoft Office Software.
- Microstation/AutoCAD experience.
- Knowledge and practice in software coding, CADD, Geographic Information System (GIS), and DOORS is a plus.

Supervision Exercised Over Others

This position does not supervise.

Public and Internal Contacts

The incumbent will have regular contact with various levels of staff at the Authority, consultants, contractors, staff at other state agencies. Employees must handle all situations and communications tactfully and respectfully to support the Authority's mission.

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Responsibility for Decisions and Consequence of Error

The incumbent performs a variety of tasks as a learner. The consequence of error is minimal and would only result in a learning experience for the Student Assistant because all work is reviewed before being finalized.

Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

- a. Schedule: Flexible schedules may be available for this position.
- b. Telework: Telework is available for this position.
- c. Travel: Not required.
- d. Other:

Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

Supervisor Printed Name:	Signature:	Date:
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