

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

CLASSIFICATION <b>Student Assistant -Engineering and Architecture Scien</b>		DWR POSITION NUMBER <b>1492-4871-900</b>	SAP POSITION NUMBER <b>50082745</b>	MCR <b>1</b>
APPOINTEE <b>Vacant</b>		SAP PERSONNEL NO. <b>TBD</b>	DIVISION/SECTION <b>DFM/FPMB/CARAS/Floodplain Assistance Unit</b>	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: <b>R11</b>				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Levi Warr</b>	SUPERVISOR'S CLASSIFICATION <b>Senior Engineer, Water Resources</b>	
APPROVED BY (Personnel Analyst's Name) <b>Kimberly Balbuena</b>			DATE <b>05/15/24</b>	
<i>Percent of Time</i>	<i>Activity</i>			
	<b>POSITION SUMMARY</b>  Under close supervision of a Senior Engineer, Water Resources, and in a trainee capacity in the Floodplain Assistance Unit (FAU), the Student Assistant (Engineering and Architectural Sciences) will assist various engineers and technicians with projects and reports. Assist Community Assistance and Risk Awareness Section and Floodplain Management Branch (FPMB) staff in tasks to assist communities throughout the State to understand flood risks and take actions to reduce those risks, including supporting the annual Flood Risk Notification (FRN) program, National Flood Insurance Program (NFIP), and other FPMB programs.			
	<b>ESSENTIAL FUNCTIONS</b>  This position requires the incumbent to work under close supervision in a courteous and professional manner, have excellent communication and writing skills, and exercise good judgment. The incumbent must also exercise good organizational skills, work cooperatively with others, be detail orientated, maintain regular, consistent, and predictable attendance, and work in a courteous and professional manner with staff, the public, and other agencies. The specific duties include, but are not limited to, the following:			
<b>25%</b>	Perform basic engineering tasks including data gathering, research and analysis of flood risk information and floodplain mapping for areas within the Sacramento-San Joaquin Central Valley protected by the State Plan of Flood Control. Assist in the maintenance of the FRN program including implementing improvements to the annual flyers, responses to the public, and Levee Flood Protection Zone updates.			
<b>25%</b>	Assist in the data collection and management of project data for the DFM Performance Tracking System. Assist in the finalization of the user's guide for the Performance Tracking System. Assist professional level civil engineering staff in workshops, briefings, and educational webinars on the use of the DFM Performance Tracking System.			
SUPERVISOR'S STATEMENT: <b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>				
SUPERVISOR'S NAME (Print)		SUPERVISOR'S SIGNATURE		DATE
		➤		
EMPLOYEE'S STATEMENT: <b>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>				
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE		DATE
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<i>Percent of Time</i>	<i>Activity</i>			
<b>25%</b>	<p><b>Provide support to FAU staff by maintaining and updating various project databases and creating reports using Microsoft Word, Excel, Access, Power Point, Project, and other software utilized by the Branch. Assist in updating the structural inventory within Flood Damage Assessment through geographic information system geodatabases. Assist in updating the NFIP Community Assistance Tool through Arc Collector.</b></p>			
<b>25%</b>	<p><b>Participate in developing verbal and visual presentations on a variety of program topics related to flood risk reduction and ongoing planning projects to support flood management. Tasks include research of authorization status of flood control structures, existing bond eligibility status, and coordination with other state organizations when needed to support presentation development. Provide support for the NFIP Community Assistance Visits.</b></p> <p><b>SPECIAL REQUIREMENTS</b></p> <p><b>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.</b></p> <p><b>The Department of Water Resources (DWR) is committed to its mission and employees, and we are grounded in our commitment to public safety. DWR offers a hybrid workplace model that is designed to support a workforce of both office-centered and remote-centered workers. Regular and consistent attendance - whether office-centered or remote-centered - is essential to the successful performance in this position.</b></p>			