

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

CLASSIFICATION <b>Student Assistant</b>		DWR POSITION NUMBER <b>1802-4870-900</b>	SAP POSITION NUMBER <b>50094333</b>	MCR <b>1</b>
APPOINTEE <b>Vacant</b>		SAP PERSONNEL NO. <b>TBD</b>	DIVISION/SECTION <b>Planning/PSO/Tech Publications &amp; Comm. Media</b>	
COLLECTIVE BARGAINING IDENTIFIER				
<input type="checkbox"/> Management Related BU:	<input type="checkbox"/> Supervisory Related BU:	<input type="checkbox"/> Confidential Related BU:	<input checked="" type="checkbox"/> Rank and File BU: <b>E</b>	
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>William O'Daly</b>	SUPERVISOR'S CLASSIFICATION <b>Supervisor of Technical Publications</b>	
APPROVED BY (Personnel Analyst's Name) <b>C. Huber</b>			DATE <b>06/06/2024</b>	
<i>Percent of Time</i>	<i>Activity</i>			
	<b>POSITION SUMMARY</b>			
	Under close supervision of the Supervisor of Technical Publications and staff in the Technical Publications and Communication Media unit, Project Services Office, Division of Planning, in a learner capacity, the incumbent provides document cataloging and archiving services, formatting and styling, and editorial analysis. Incumbent will also participate in internal training and workshop discussion activities intended to increase knowledge and sharpen skills. Student Assistants must carry a minimum of 9 semester or 8 quarter units per academic term. All students must maintain a 2.0 Grade Point Average per academic term. Transcripts of completed classes and verification of current enrollment must be made available to the employer. Declaration of a major related to the duties of the advertised position and enrolled in coursework required for that major.			
<b>45%</b>	<b>ESSENTIAL FUNCTIONS</b>			
	Assist in a careful and detailed manner the review of numerous electronically stored California Department of Water Resources (DWR) technical documents to determine best practices for creating, organizing, and cataloging an electronic library for quick, efficient document retrieval. Such criteria as the types of documents, their purpose and scope, their relation in subject matter to other stored documents, whether they are serialized or one-time publications, and the full range of document types will be used to determine the best archival practices. After best practices are identified, the incumbent will apply those practices to creating the library of documents on Technical Publications' shared drive and cataloging said documents for Technical Publications' own reference and that of the unit's clients. (Primary tool: Adobe Acrobat.)			
<b>30%</b>	Assist with the formatting and styling of several types of DWR documents (e.g., bulletins, division/regional reports, technical information records, white papers) to prepare them for editing by the unit's research writers. The incumbent will apply DWR Technical Publications' pre-defined			
SUPERVISOR'S STATEMENT:		<b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
SUPERVISOR'S NAME (Print) <b>William O'Daly</b>		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) <b>Vacant</b>		EMPLOYEE'S SIGNATURE ➤	DATE	

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<i>Percent of Time</i>	<i>Activity</i>		
<b>30% (cont'd)</b>	<p><b>Microsoft Word styles to the documents and create new styles, as needed. This activity will require the incumbent to correctly identify the elements of unformatted documents and the relationships among those elements, and to accurately apply the styles, as well as occasionally modify or fix pre-defined styles to eliminate errors that have been introduced by technical authors into the style definitions. (Primary tool: Microsoft Word.)</b></p>		
<b>15%</b>	<p><b>Assist with analyzing documents submitted to the unit by using the specifications of DWR's Technical Documentation Style Guide, Version 2, or the Chicago Manual of Style, as appropriate, to determine the scope and level of editing needed for each document. Consider adherence to style preferences for terms, numbers, figures and tables, titles and headings, text boxes, and pull quotations; grammar and punctuation; appropriate acronyms and abbreviations; and in-text citations and end references. Compare the results of the analysis of each document with the level of editing and other services specified by the submitter of the service request form for that document. Write a brief summary of the results of the comparison, recommending the specified level(s) or the making of adjustments to those levels.</b></p>		
<b>10%</b>	<p><b>Participate occasionally in internal Publications unit trainings or workshops, to strengthen language and document preparation skills.</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>		