



Classification: Water Resource Control Engineer
Position Number: 880-300-3846-184

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-300-132	Classification Title: Water Resource Control Engineer	Position Number: 300-3846-184
Incumbent Name: Vacant	Working Title: Water Resource Control Engineer	Effective Date: TBD
Tenure: Permanent	Time Base: Full time	CBID: R09
Division/Office: Division of Water Rights		Section/Unit: Enforcement Special Projects Section/Enforcement Unit 3
Supervisor's Name: Sean Windell		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the close supervision of a Senior Environmental Scientist (Supervisory) and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
Position Description
The Water Resource Control Engineer (WRCE) conducts investigations and field inspections to ensure compliance with water right regulations. The WRCE presents the findings of investigations in report format, presentations to executive staff and agency attorneys, or potentially at hearings in front of the Water Board. This position utilizes multiple sources of data to complete investigations, as well as coordinating with intra- and inter-agency staff. The incumbent will become knowledgeable in policies, regulations, codes related to water rights, and regularly interact with the public.



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Essential Functions (Including percentage of time):

35%	Conduct investigations and field inspections related to water rights and water quality. Investigate water rights permits, licenses, curtailment orders, and complaints. Schedule inspections and review engineering reports, water rights information, and annual water use data to prepare for inspections. Review, check, and interpret engineering reports, plans, and specifications for various water facilities. During inspections, compare water use claims or reported data to actual diversions. Evaluate water measurement data to determine when diversions most recently occurred, and the volume of water diverted. Review reservoir monitoring data to evaluate diversion rate, volume, and re-diversion and independently measure or estimate flow rate, volume, reservoir storage, or reservoir releases.
35%	Prepare engineering investigation reports that provide findings, recommendations, and compliance issues. Develop geospatial maps and evaluate data using Geographic Information System (GIS). Consult and engage with agencies and institutions conducting environmental investigations and implementing environmental regulations. Evaluate compliance with instream water quality, hydrological, biological, and other environmental conditions included as terms or conditions in a water right or curtailment order. Prepare and issue correspondence to diverters, interested parties, or other agencies. Review and track responses from diverters, responding to correspondence as directed by management.
20%	Enforce engineering laws and regulations. Work on formal enforcement actions for violations of curtailment notices, orders, or other water right requirements. Analyze report findings to prepare draft Cease and Desist Orders and Administrative Civil Liability Complaints. Participate in adjudicatory proceedings and hearings before the State Water Board and the Administrative Hearings Office as a staff expert for water rights matters, including preparation of written testimony and exhibits. Prepare and present technical information related to environmental investigations and matters at Water Boards meetings, interagency meetings, public meetings, and public workshops.

Marginal Functions (Including percentage of time):

5%	Review maintain and develop water rights files and Water Rights Information Management System (eWRIMS) database data entries for appropriate water right terms and conditions. Respond to inquiries from the public (phone duty), draft correspondence, update Division webpages, update records in the Division database, and brief Division management, executive management, and members of the State Water Board.
5%	Perform other duties as required.



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Typical Physical Conditions/Demands:

The job requires extensive use of a computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 30 pounds, bend and reach above shoulders to retrieve files, field equipment, and/or documents. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry or transport more than 50 pounds.

Typical Working Conditions:

The incumbent works on the 14th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date