

## DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Water Rights	UNIT Petition & Licensing Unit	POSITION # 880-300-3846-070	DATE November 2022
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Water Resource Control Engineer		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Steve Marquez			
CURRENT CLASSIFICATION OF SUPERVISOR Senior Water Resource Control Engineer Supervisor		REVIEWED AND APPROVED BY SIGNATURE	
SUPERVISION EXERCISED (IF APPLICABLE)			
1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.			
% OF TIME	DUTIES		
30%	<p>Under the close supervision of the Senior Water Resource Control Engineer Supervisor 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. Specific responsibilities include:</p> <p>Serve as the lead technical staff for the review and processing of water right change petitions, time extension petitions, instream flow dedication petitions, temporary water transfer petitions, and minor change requests. Conduct analyses related to the findings for petitions, draft orders, work with legal counsel and address technical issues raised by counsel, and effectively engage and communicate with both water right holders and interested parties. Develop terms and conditions for approval orders, including requirements designed to protect other legal users of water or the environment. Develop hydrologic models and analyses using spreadsheets or programming languages, perform Geographic Information System (GIS) analyses, and analyze consumptive use of water using evapotranspiration models or remote sensing analyses.</p>		
20%	<p>Review submittals to ensure they are consistent with established policies, procedures, and engineering standards. Submittals may include project descriptions, determinations of baseline conditions, hydrologic and consumptive use analyses, spreadsheet models, analysis of engineering, hydrologic, geologic or studies, site specific instream flow studies. Review may include evaluation of compliance with plans or timelines and other permit or license conditions.</p>		
20%	<p>Conduct and participate in review, analysis, and inspection tasks related to the licensing of water rights permits. Conduct field inspections and surveys of water supply projects to document and analyze water diversion and use.</p>		

10%	Determine whether project requirements have been met, whether and how the project complies with the requirements of the Clean Water Act, Water Code, California Code of Regulations, and California Environmental Quality Act, and whether an order should be issued for the project. Prepare letters and other documents related to project development, analysis and review and circulate those documents to the appropriate agencies and interested parties. Review and respond to public comments as needed. Participate in hearings, Board presentations and public presentations as required.
10%	Respond to protests by determining whether the protest contains the information required by the California Code of Regulations. Prepare letters either advising that protest meet regulatory requirements or that the protest is deficient. Prepare subsequent letters as necessary to advise the parties of the status of protest negotiations and identify any conditions for approval of the petition. Attend meetings and participate in the protest resolution process. Conduct field inspections to determine accuracy of submittals from the petitioner or assist in protest resolution.
5%	Receive and respond to telephone and personal inquiries for water rights information. Prepare formal responses to general inquiries for water rights information or research general water rights issues. Maintain the Division of Water Right's data base for all assigned projects.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	