

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) State Water Resource Control Board - Division of Water Rights	UNIT Supply & Demand Assessment Unit	POSITION # 800-300-3844-060	DATE December 1, 2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Senior Water Resources Control Engineer (Supervisor)		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Philip Dutton			
CURRENT CLASSIFICATION OF SUPERVISOR Supervising Water Resources Control Engineer		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
3	WRC Engineer		
2	Environmental Scientist		
1	Engineering Geologist		
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		
40%	<p>Under the general supervision of a Supervising Water Resources Control Engineer 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>Supervise a multidisciplinary team developing supply/demand models and allocation tools for implementing the water rights priority system in critical watersheds. Supervise modeling analyses design and participate in complex technical and environmental decisions. Train and mentor staff in modeling, analyses, and forecasting and synthesize modeling results with ecological analyses. Review and edit documents, including policies, draft regulations, contracts, technical data, tools, methodologies, and outreach materials. Consult with and advise other agencies and institutions engaged in environmental analysis, management, planning, regulation, investigation, and research. Coordinate with Division of Water Rights Data Governance, Drought Planning, and other teams to align work. Develop and manage contracts or grant agreements related to water supply/demand models and allocation tools.</p>		
25%	<p>Supervise engagement with stakeholder groups to better understand local water issues and data concerns, build relationships with key community representatives, and facilitate local agreements that are consistent with results from supply/demand analyses. Work with water right holders, consultants, state and federal agencies and stakeholders to resolve technical problems in an integrated, collaborative manner, providing recommendations based on sound scientific principles and policy considerations. Participate in adjudicatory proceedings and hearings before the State Water Board and the Administrative Hearings Office as a staff expert for environmental matters, including preparation of written testimony and exhibits.</p>		

15%	Supervise coordinated efforts with state and federal agencies and other parties to collect input and obtain compliance with laws and regulations concerning environmental requirements of California and Federal governments. Coordinate with researchers and investigators to identify current and emerging environmental issues and apply environmental requirements to ensure compliance with laws and regulations concerning environmental requirements of California and Federal governments.
10%	Support public engagement efforts and review outreach materials. Respond to public inquiries and media requests and serve as media representative. Present information at Water Boards meetings, interagency meetings, public meetings, and public workshops. Prepare materials and attend briefings for Division management, executive management, and State Water Board members.
5%	Analyze legislation, regulations, plans, policies, procedures, and guidelines associated with water availability analysis and meet with state and federal agencies and other parties to collect input and obtain compliance with laws and regulations concerning environmental requirements of California and Federal governments. Recruit, hire, and manage the work of professional and technical staff. Create and update plans for staff development. Participate in budget development actions and other work force planning activities.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	