

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Water Rights	UNIT Drought Planning Unit	POSITION # 880-300-3844-056	DATE 04/18/2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Senior Water Resource Control Engineer (Supervisory)		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Conny Mitterhofer			
CURRENT CLASSIFICATION OF SUPERVISOR Supervising Water Resource 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
5	WRC Engineer (2) Env. Scientist (2) Engineering Geologist (1)	N/A	N/A
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		
	Under the general direction of a Supervising Water Resource 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:		
25%	Perform various administrative tasks associated with the direct supervision of the Drought Planning Unit staff, including but not limited to hiring, employee performance evaluations, staff training and development, review and approval of timesheets and other administrative submittals, and regular participation in staff and management meetings. Hire, train, and supervise staff as needed.		
20%	Oversee and assist Drought Planning Unit staff in the development and implementation of robust approaches, methodologies, models, and other tools for water availability analyses, data management, and data visualization to support the Division of Water Rights' drought management, enforcement, and water right permitting programs. Prepare hydrologic models for watershed dry year evaluations and assist with regional efforts to create voluntary drought agreements. Integrate modeling and/or remote sensing techniques and other methods to estimate water use into the Division of Water Rights' workflows.		
15%	Develop, facilitate the adoption of, and implement State Water Board policies and regulations for permitting water availability analysis, water right curtailment, and minimum instream flow requirements for the protection of fish and wildlife and other public trust resources within the State Water Board's purview. Review, evaluate, revise and update existing regulations for the measurement and reporting of water diversion and use in coordination with the Division's enforcement and data modernization staff.		

15%	<p>Oversee the development and implementation of new methodologies for data visualization and public outreach on a variety of topics related to drought planning and management, including but not limited to water availability analysis, drought-related regulations, instream flow requirements, and water diversion measurement and reporting. Develop and implement outreach materials, website updates, media messaging, public workshops, meetings, and outreach events. Scope, plan, and conduct meetings to better understand environmental needs and the needs of senior and junior water right holders in drought-affected watersheds. Host outreach events to collaborate with partner agencies, water right holders, non-governmental organizations, and other stakeholder groups on the development of alternatives to drought curtailments including but not limited to private party forbearance agreements and voluntary drought agreements.</p> <p>Coordinate with staff from the other Water Board regions, Divisions, and offices to increase and improve coordination, communication, and stakeholder engagement on drought planning and response actions. Activities would include, but not be limited to: providing early notification of dry-year conditions and potential water shortages; coordinating roll-out of technical tools and methodologies for stakeholders and the public; managing stakeholder engagements and comments on Division of Water Rights proposals, processes, permits, and curtailment actions; organizing and attending meetings, workshops, and webinars and preparation and distribution of written materials (fact sheets, drought action websites, etc.).</p>
10%	<p>Process, issue, and manage implementation of temporary urgency change petitions and temporary water transfers during drought emergencies. Assist Permitting Section staff with long-term planning, outreach, and analysis of water right applications, including groundwater storage and recharge. Evaluate groundwater-surface water interactions during drought emergencies to assist with the development of solutions for stream depletion caused by over-pumping of groundwater.</p> <p>Assist Hearings and Special Project Unit staff with the planning, organization, and implementation of water right and water quality hearings, public workshops, and adjudicatory proceedings before the State Water Board. Serve on and oversee teams charged with investigation and technical analysis of key hearing issues and matters subject to adjudicatory proceedings.</p> <p>Oversee and participate in the processing of sensitive, complex, and high priority water right applications and petitions involving the evaluation of water availability and the assessment of instream flow needs and impacts on fish and wildlife, other legal users of water, and the public interest pursuant to the Water Code, Title 23 of the California Code of Regulations, California Environmental Quality Act, and Public Trust Doctrine.</p>
5%	<p>Oversee and participate in the development of analytical tools, technical staff reports, informational resources, policies, regulations, and other work products in support of the Division of Water Rights' permitting, petition, registration, enforcement, and Bay-Delta programs as needed.</p>
5%	<p>Develop workplans that include cost estimates for drought-related planning and management activities as needed. Prepare Budget Change Proposals for the</p>

5%	<p>acquisition of new drought staff and resources. Prepare budgetary information relating to water rights, water quality, and environmental tasks performed by Drought Planning Unit staff. Prepare legislative bill analyses and other duties related to Drought Planning Unit work activities as required.</p> <p>Other duties as required.</p> <p>Employee Signature: _____ Date Signed: _____</p>
----	---