

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Water Rights	UNIT Central Coast/Southern California Enforcement Unit	POSITION # 880-300- 3846-XXX	DATE May 8, 2023
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Water Resource Control Engineer		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Kathy Bare			
CURRENT CLASSIFICATION OF SUPERVISOR Senior Water Resource Control Engineer (Sup)		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		
	Under the close supervision of a Senior 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:		
35%	Conduct investigations related to water rights within the state of California. Ensure compliance with water right terms, conditions, orders, and senior water rights. Investigations may include complaints, referrals, curtailment orders, requests for revocation, and compliance checks. Incumbent will determine the basis of right for water diversions and identify proper jurisdiction through the review water right files, historic records, property ownership, aerial imagery, and electronic Water Rights Information Management System (eWRIMS) database. Contact water right holders, respondent, complainant, and other agencies and businesses to gather information related to the investigation. Investigations may include field inspections to identify current status of water use, conditions of the place of use, and obtain field data. Field conditions occasionally require navigation of uneven and rugged terrain for extended periods of time under potentially extreme weather conditions. Interview water right holder to gather additional information. Obtain field data of (including but not limited to) flows measurements, place of use, irrigation schedules, pump records, dimensions of diversion works, elevation measurements, depth measurements, surface areas, distances, GPS points, photographs, and photogrammetry.		
35%	Prepare engineering investigation reports that provide findings, recommendations, and compliance issues. Develop geospatial maps and evaluate data using 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%

Develop, issue, and track formal enforcement actions. Work with supervisor, Division management, and Office of Enforcement counsel on development of formal enforcement actions for water right violations. Analyze report findings and evidence to prepare draft Cease and Desist Orders or 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.

5%

Review maintain and develop water rights files and 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.

Employee Signature: _____ Date Signed: _____

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Water Rights	UNIT Enforcement Section-San Joaquin Valley Enforcement Unit	POSITION # 880-300-3846-018	DATE May 8, 2023
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Water Resource Control Engineer		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Brian Coats			
CURRENT CLASSIFICATION OF SUPERVISOR Senior Water Resource Control Engineer (Sup)		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
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5%

Perform other duties as required.

Employee Signature: _____ Date Signed: _____

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Water Rights	UNIT Sacramento Valley Enforcement Unit	POSITION # 880-300-3846-090	DATE May 8, 2023
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Water Resource Control Engineer		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Lang Khang			
CURRENT CLASSIFICATION OF SUPERVISOR Senior Water Resource Control Engineer (Sup)		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
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Perform other duties as required.

Employee Signature: _____ Date Signed: _____