



Classification: Senior Water Resource Control Engineer (Specialist)  
 Position Number: 880-402-3844-xxx

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 23-402-028	<b>Classification Title:</b> Senior Water Resource Control Engineer (Specialist)	<b>Position Number:</b> 880-402-3844-008
<b>Incumbent Name:</b> VACANT	<b>Working Title:</b> Senior Water Resource Control Engineer (Specialist)	<b>Effective Date:</b> April 2024
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time	<b>CBID:</b> R09
<b>Division/Office:</b> Division of Drinking Water/Resiliency & Data Branch		<b>Section/Unit:</b> Quality Assurance Section
<b>Supervisor's Name:</b> Karen Nishimoto		<b>Supervisor's Classification:</b> Supervising Water Resource Control Engineer

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

<b>General Statement</b>
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.
<b>Position Description</b>
The Senior Water Resource Control Engineer is responsible for the Division of Drinking Waters (Division) data governance, quality assessment, and planning processes required to effectively manage and analyze the Division's data assets. The incumbent is responsible for leading Division efforts to modernize drinking water data collection, management, and analysis processes in coordination with other subject matter experts. The goal is to ensure that drinking water data are useful, accessible, and collected in a way that ensures the highest data quality possible.
<b>Essential Functions (Including percentage of time):</b>



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40%	Perform complex and technical engineering assignments related to the Division of Drinking Water and updating of its drinking water data and information management system, including business process improvements. Interpret engineering plans, conduct and/or lead the development of monitoring and data collection activities, assist and direct drinking water studies. Develop and maintain drinking water data policies that support automated and streamlined Drinking Water data reporting including: defining acceptable data reporting methods and techniques, recommending new data elements that produce the most useful analysis for the Division while minimizing burden on the reporter, and integrating/transforming data formats into a common reference data format. Coordinate with scientists, engineers, and other state and federal experts to ensure Division collection techniques are modern, efficient, and interoperable with local and federal data systems.
25%	Dictate correspondence and prepare engineering and other reports. Perform the duties of a Division Subject Matter Expert in areas of water data information networks, SCADA control systems, sensors, and treatment technology. Serve as an expert and develop support for legal proceedings that involve Drinking Water data. Make recommendations to management, staff, and others, on matters relating to Drinking Water data. Coordinate and maintain business relationships with public water systems, consultants, environmental justice groups, and other stakeholders that rely on drinking water data.
15%	Establish and maintain cooperative relations with stakeholders in the course of work and communicate Division and Board actions effectively and efficiently. Interpret and apply existing rules, regulations, and board policies and procedures in the effort to advance work related to updating the Division's drinking water data management system. Develop and maintain data roadmaps in close collaboration with the Section, Office of Information Management and Analysis, Department of Information Technology, and other Board Divisions, Regions, and Offices; present project progress to the Section Supervisor and Deputy Director (as directed). Serve as a lead for projects with other Division of Drinking Water staff that focus on the principles of data and engineering.
15%	Support development of a new Drinking Water data modernization project by providing leadership, technical input as a subject matter expert, and assisting with testing of platform functions. Answer phone calls and provide public assistance or responses to media inquiries or complicated Drinking Water data related issues. Analyze and evaluate Drinking Water data and reports, and interpret and apply drinking water principles, policies, and regulations for the State Water Board. Interpret and explain the technical engineering concepts and support calculations, provisions of laws, rules or regulations of California Drinking Water. Review technical engineering reports submitted to the Division. Participate in special projects and facilitate business operations.
<b>Marginal Functions (Including percentage of time):</b>	
5%	Perform other duties as required.
<b>Typical Physical Conditions/Demands:</b>	



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The job requires extensive use of a personal 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 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

**Typical Working Conditions:**

The incumbent works on the 17th 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 when the Division is mission tasked. Travel may be required locally and within the state.



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**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 Statement**

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation\*.

*\*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

**YES**       **NO**

Employee Name	Employee Signature	Date