



Classification: Principal Water Resource
Control Engineer
Position Number: 880-300-3851-004

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 24-300-244	Classification Title: Principal Water Resource Control Engineer	Position Number: 880-300-3851-004
Incumbent Name: Vacant	Working Title: Assistant Deputy Director	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: M09
Division/Office: Division of Water Rights		Section/Unit: Permitting & Enforcement Branch
Supervisor's Name: Vacant		Supervisor's Classification: Career Executive Assignment (CEA), Level B (Deputy Director)

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the general direction of CEA, Level B, the Deputy Director 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.



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Position Description

The incumbent plans, organizes, and directs engineering-based water rights programs and policies of major sensitivity and complexity with statewide effects and is responsible for timely completion of program objectives and submittal of high-quality work products. These programs and policies include: engineering analyses of water rights and water availability associated with applications for new water appropriations (permits, registrations and petitions); compliance reviews of permit and registration conditions; compliance and enforcement actions; stream stage and water diversion monitoring; and illegal water diversion investigations. These activities have significant statewide water supply impacts and often have major statewide social, economic, and environmental ramifications. Special efforts and a high degree of sensitivity are necessary due to the nature of the Division's programs. The incumbent has frequent contacts with State Water Board Members, State, federal, and local government officials including agency and department heads, special interest groups, and the media. The incumbent is expected to be courteous and provide timely responses to internal/external customer input when completing work assignments.

Essential Functions (Including percentage of time):

35%	Provide direction and oversight of the Branch activities. Provide general oversight to the Section managers concerning complex water supply issues and mandates. Oversee development and implementation of strategic work plans and performance measures to implement the State Water Board's water rights programs, with specific focus on new water right applications, change petitions, water transfers, time extension requests, and other general permitting actions. Track and evaluate program performance, including both quality of work as well as overall resource allocations and expenditures. Oversee the development of regulations, water right orders and decisions, and associated environmental analyses, including standardized application of and compliance with the California Environmental Quality Act (CEQA). Provide direction to staff to assure that State Water Board programs and decisions are informed by sound engineering principles and science, consistent with the State Water Board's Strategic Plan, while coordinating with other Division Branches and Divisions and Offices throughout the Board. Provide briefings and recommendations to executive management and Board members.
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35%	Provide direction and oversight of Division of Water Rights enforcement actions, including the Division's authorities related to cannabis cultivation. Track and evaluate program performance, including both quality of work as well as overall resource direction and expenditure. Initiate water right enforcement actions, in coordination with the Board's Office of Enforcement, on behalf of the State Water Board and lead an enforcement prosecution team in the event of an enforcement water right hearing. Oversee the development of regulations and associated environmental analyses, including standardized application of and compliance with the California Environmental Quality Act (CEQA). Provide direction to staff to assure that State Water Board programs and decisions are informed by sound engineering principles and science, consistent with the State Water Board's Strategic Plan. Provide recommendations and alternatives, based on sound engineering principles and science and broad policy considerations, to executive management and Board members. Coordinate with the Delta Watermaster to apply consistent enforcement practices statewide.
Marginal Functions (Including percentage of time):	
10%	Prepare and recommend to the Deputy Director program policy statements, public statements, and proposed State Water Board positions on sensitive water rights issues.
5%	Assist the Deputy Director and the Office of Legislative Affairs in the preparation of the State Water Board proposed legislation related to water right matters, the review and analysis of draft legislation proposed by the legislature, and the preparation of correspondence for CalEPA, the Legislature or the Governor's Office. Assist the Deputy Director and the Office of Public Affairs in the preparation of responses to media inquiries and the preparation of press releases for significant Division activities including enforcement actions.
5%	Assist the Deputy Director, the Division of Administrative Services and the Department of Finance in the preparation of the State Water Board's budget as it relates to water right activities. Identify existing or new program areas that need additional staffing or contract resources, prepare budget change proposals, respond to program budget-related questions from the Department of Finance, and recommend Branch organization in response to the increase or decrease of available funding
5%	Provide recommendations, guidance, and policy direction on personnel issues. Prepare duty statements and job announcements for vacant Branch positions. Conduct hiring interviews and fill vacant positions. Provide appropriate training and coaching for Branch staff and complete annual performance appraisals and individual development plans for Branch senior and clerical staff.
5%	Perform other duties as required.



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Typical Physical Conditions/Demands:

Extensive use of a personal computer and the ability to sit/stand at desk for long periods of time, utilize a phone, and type on a keyboard for extended periods of time during core office hours. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. Moving about the office and standing or sitting during in person meetings.

Typical Working Conditions:

The incumbent works on the 14th 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. Travel may be required locally and within the state.

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 Name	Employee Signature	Date