



Classification: Water Resource Control Engineer  
Position Number: 880-170-3846-047

## DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

|                                                                                                                             |                                                                 |                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|---------------------------------------------------------------------------|
| <b>RPA Number:</b><br>25-170-009                                                                                            | <b>Classification Title:</b><br>Water Resource Control Engineer | <b>Position Number:</b><br>880-170-3846-047                               |
| <b>Incumbent Name:</b><br>Vacant                                                                                            | <b>Working Title:</b><br>Water Resource Control Engineer        | <b>Effective Date:</b><br>TBD                                             |
| <b>Tenure:</b><br>Permanent                                                                                                 | <b>Time Base:</b><br>Full-Time                                  | <b>CBID:</b><br>R09                                                       |
| <b>Division/Office:</b><br>Colorado River Basin Regional Water Quality Control Board, Region 7- Palm Desert, Colorado River |                                                                 | <b>Section/Unit:</b><br>Executive Unit                                    |
| <b>Supervisor's Name:</b><br>Cassandra Owens                                                                                |                                                                 | <b>Supervisor's Classification:</b><br>Assistant Executive Officer/C.E.A. |

|                                                |                        |
|------------------------------------------------|------------------------|
| <b>Human Resources Use Only:</b>               |                        |
| <b>HR Analyst Approval:</b> Danielle Klemencic | <b>Date:</b> 11/6/2025 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>General Statement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Under close supervision of an Assistant Executive Officer (AEO) 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 Water Resource Control Engineer (WRCE) is the Enforcement Coordinator for the Colorado River Basin Regional Water Quality Control Board. The WRCE is responsible for the oversight of enforcement cases developed to encourage compliance with regulations and policies implemented to protect the waters of the United States and of the State of California. The incumbent works with staff, the AEO, and Office of Enforcement staff to develop cases. The WRCE also oversees the cases, tracking discharger progress towards achieving compliance with the stipulated requirements. |
| <b>Essential Functions (Including percentage of time):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |



Classification: Water Resource Control Engineer  
Position Number: 880-170-3846-047

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 40% | Apply engineering calculations and/or principles to review and evaluate technical data. Conduct engineering analysis on the physical, biological, and chemical factors relating to the control of water pollution and quality, and the management of surface and ground water. Review and evaluate Self-Monitoring Reports and other technical reports submitted pursuant to National Pollutant Discharge Elimination System permits, State Board's Sanitary Sewer System Waste Discharge Requirements, and other Regional Water Board orders. Identify and investigate violations of the California Water Code, Clean Water Act, and permit requirements. Prepare informal and formal enforcement actions including Administrative Civil Liabilities, Cease and Desist Orders, Cleanup and Abatement Orders, Settlement Agreements, etc. to address the violations. |
| 25% | Serve as the Enforcement Coordinator for the Regional Board. Duties include tracking compliance and enforcement status of regulated facilities; development of enforcement actions (Notices of Violation, Investigative Orders), development of case referrals to the attorney general and other prosecutorial agencies, development of case settlement agreements, and development and/or evaluation of supplemental environmental projects. Work closely with other regional programs to facilitate the identification and case development of enforcement cases with complex issues. Participate in enforcement roundtables and serve as the enforcement liaison with the Office of Enforcement.                                                                                                                                                                  |

**Marginal Functions (Including percentage of time):**

|     |                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10% | Serves as the Regional Board point of contact for reports of spills and complaints. Triage the reports and works with relevant program staff to evaluate the incident and ensures that an appropriate response is taken. Tracks status of spills and complaints and ensures databases are maintained. Conducts inspections of spills and complaints independently or in conjunction with program staff. |
| 10% | Schedule and attend meetings with dischargers and other governmental agencies. Investigate and monitor situations related to public complaints and inquiries. Conduct public outreach and education. Prepare and deliver effective presentations to the Board and to the public, as required.                                                                                                           |
| 10% | Manage and prepare periodic updates to the Regional Water Board's Supplemental Environmental Projects (SEPs) List. Schedule and attend meetings with SEP Proponents. Act as part of the Region's Prosecution Team to assist in developing and negotiating penalties and SEPs with dischargers.                                                                                                          |
| 5%  | Perform other duties as required.                                                                                                                                                                                                                                                                                                                                                                       |

**Typical Physical Conditions/Demands:**

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. Periodically required to navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday.

**Typical Working Conditions:**



Classification: Water Resource Control Engineer  
Position Number: 880-170-3846-047

The incumbent works in a single-story office building in the Palm Desert Civic Center. The incumbent will work in an office in a smoke-free environment. The work schedule is Monday through Friday. Current State of California policy allows a hybrid work environment with some office days, and some telework (remote work) days.

### 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 |
|                 |                      |      |