



Classification: Supervising Water Resource  
Control Engineer (Supervisory)  
Position Number: 880-300-3849-006

## DUTY STATEMENT

CURRENT

PROPOSED

<b>RPA Number:</b> 25-300-087	<b>Classification Title:</b> Supervising Water Resource Control Engineer (Supervisory)	<b>Position Number:</b> 880-300-3849-006
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Program Manager, Supv WRCE	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-Time	<b>CBID:</b> S09
<b>Division/Office:</b> Division of Water Rights	<b>Section/Unit:</b> Enforcement	
<b>Supervisor's Name:</b> Roberto Cervantes	<b>Supervisor's Classification:</b> Principal Water Resource Control Engineer	

### Human Resources Use Only:

**HR Analyst Approval:**

*Nina Lopez*

**Date:** 01/09/2026

### General Statement

Under the direction of the Principal Water Resource Control Engineer, Assistant Deputy Director of the Permitting & Enforcement Branch, Division of Water Rights 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.

### Position Description

Supervising Water Resource Control Engineer (Supervisory) provides management direction and leadership for the Enforcement Section, overseeing senior staff and ensuring timely compliance reviews of permit and registration conditions, investigations of illegal water diversions, and enforcement actions resulting from complaints and field inspections. This position plans and prioritizes field work, coordinates technical training, and ensures that enforcement activities and decisions are informed by sound engineering principles and science consistent with the State Water Board's Strategic Plan. The incumbent collaborates with technical and legal staff, regional boards, and stakeholders to resolve complex technical issues, prepares formal enforcement actions, depositions, and testimony on behalf of the State Water Board, and assists in reviewing proposed legislation and responding to budget-related inquiries.



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#### Essential Functions (Including percentage of time):

40%	Provide management direction and leadership for the senior and staff of the Enforcement Section. Oversee timely compliance reviews of permit and registration conditions, enforcement actions as a result of complaints and field investigations, water diversion monitoring and illegal water diversion investigations. Prepare depositions and testify before the State Water Board's behalf, when necessary. Assist in the review of proposed legislation related to water rights and respond to program budget-related questions. Provide leadership and direction to seniors to ensure that State Water Board programs and decisions are informed by sound engineering principles and science, consistent with the State Water Board's Strategic Plan.
30%	Plan and prioritize enforcement section field work to gather information for investigations, enforcement orders and proceedings. Ensure adequate training for field staff, technical correspondence and reports, and prepare written materials to support investigations, enforcement orders and proceedings before the Water Board. Coordinate technical training needs with other section supervisors and deliver and track course material online.
15%	Coordinate with technical and legal staff in the Office of Enforcement, Regional Water Boards, and Division on enforcement approaches and actions. Review and approve compliance plans and prepare formal enforcement actions in consultation with Office of Enforcement counsel. Work with applicants, consultants, fishery agencies and stakeholders to resolve technical problems in integrated, collaborative manner, providing recommendations based on sound engineering principles and science, and policy considerations.

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

10%	Track and evaluate program performance measures to monitor the success of the Enforcement Section. Coordinate with Division staff, Information Technology and the Office of Information Management and Analysis on innovative methods to track and report on water rights information needed for efficient operation and critical decision making.
5%	Perform other duties as required.

#### 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 on works on the 14<sup>th</sup> 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.



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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 Name	Employee Signature	Date