



**Classification:** Senior Water Resource Control Engineer (Supervisor)  
**Position Number:** 880-300-3844-035

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 25-300-091	<b>Classification Title:</b> Senior Water Resource Control Engineer (Supervisor)	<b>Position Number:</b> 880-300-3844-035
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Senior Water Resource Control Engineer (Supervisor)	<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 Section / Central Coast/Southern California Enforcement Unit
<b>Supervisor's Name:</b> Vacant		<b>Supervisor's Classification:</b> Supervising Water Resource Control Engineer (Supervisory)

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> <i>Nina Lopez</i>	<b>Date:</b> 01/12/2026

<b>General Statement</b>
Under the direction of the Supervising Water Resource Control Engineer (Supervisory) of the Enforcement Section of the 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.
<b>Position Description</b>
The Senior Water Resource Control Engineer (Supervisor) (Sr. WRCE) is responsible for supervision of the Central Coast/Southern California Enforcement Unit. The incumbent hires, trains, and directs staff; assigns and reviews work; evaluates performance; and recommends personnel actions. This position leads technical investigations of water diversion and availability, prepares enforcement actions, technical reports, and testimony, and may serve as an expert witness in hearings or court. The Sr. WRCE develops annual work plans, sets performance goals, and reports progress to Division management, while collaborating with regional boards and other agencies on joint investigations. Additional duties include maintaining accurate database records, safeguarding evidence, and performing related tasks to support the Division's Enforcement Program.



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<b>Essential Functions (Including percentage of time):</b>	
40%	Supervise a Water Right Enforcement Unit, consisting of 5 Water Resource Control Engineers. Hire, train, and continually instruct unit staff on new procedures and policies and engineering concepts and principles. Prioritize and assign work to unit staff, review all work of unit staff, and evaluate the performance of staff and recommend appropriate action regarding personnel matters.
30%	Supervise field investigations requiring most complex engineering and hydrological decisions related to quantity of water diverted, water availability, and adequacy of designs for compliance. Prepare formal enforcement actions, testimony and exhibits specific to misuse and quantities of water. Appear as an expert engineering witness in court or at administrative hearing before the State Water Board. Review and evaluate technical reports by engineering consultants and prepare correspondence regarding compliance with water right terms and conditions.
20%	Prepare annual work plans for field investigations of water diversion facilities. Set unit investigation and enforcement performance goals. Present plans and status reports to Division management.
<b>Marginal Functions (Including percentage of time):</b>	
5%	Work closely with and collaborate with Regional Water Quality Control Boards and Federal and State enforcement agencies on joint investigations of complaints and compliance inspections and maintain custody of evidence.
5%	Perform other duties as required.
<b>Typical Physical Conditions/Demands:</b>	
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.	
<b>Typical Working Conditions:</b>	
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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<b>Supervisor Statement</b>		
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