

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Water Resources Engineering Associate (Specialist)		DWR POSITION NUMBER 7200-3042-001		SAP POSITION NUMBER 50003229	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBA	DIVISION/SECTION Regional Assistance/SCRO/SS&TS Section		
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input checked="" type="checkbox"/> R11					
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Alena Misaghi		SUPERVISOR'S CLASSIFICATION Senior Engineer, Water Resources	
APPROVED BY (Personnel Analyst's Name) Samantha Meeks				DATE 1/27/26	
Percent of Time	Activity				
35%	<p>POSITION SUMMARY</p> <p>Under the general supervision of the Senior Engineer, Water Resources, the Water Resources Engineering Associate (Specialist) is responsible for performing complex and difficult engineering work in the administration of the State Water Project (SWP)'s Water Deliveries. The incumbent will require a clear understanding of Water Supply Contracts, Water Agreements, and other special programs encompassing SWP Water Deliveries, such as Water Transfers/Exchanges, Dry Year Purchase Programs and the Article 21 Program with the San Joaquin Valley Water Contractors. The incumbent will also develop and maintain a tracking system for the Ground Water Banking activities in the San Joaquin Field Division. Preparation, analysis, and dissemination of monthly SWP water delivery records and keeping those records up to date for public use.</p> <p>ESSENTIAL FUNCTIONS</p> <p>The position requires the incumbent to work closely with San Joaquin Valley Water Contractors (SJVWC), along with the Department's Field Divisions (FD) and SWP Water Delivery team to coordinate SWP schedules and deliveries. This will require the incumbent to develop and maintain water delivery and schedule documentation that is neat, accurate, concise and is completed in a timely manner. The incumbent must analyze situations accurately, take effective action, maintain consistent, regular, and predictable attendance, exercise good judgment, and work cooperatively with others. The specific essential duties are:</p> <p>Classify water deliveries monthly from SWP in the San Joaquin Valley based on turnout meter readings collected by DWR's FD and the pertinent water contracts and agreements between the Department and SJVWC. This involves being familiar with water contracts' short and long-term agreements, coordinating with the contractors, and conveying this information to SWP Water Deliveries team and/or inputting into SAP database. Prepare and maintain hard copies (3017s) of water delivery data for use within the SJVWCD and SWP Water Deliveries team. These documents will serve as a tracking tool and backup for converting contractor input into SAP database.</p>				
	SUPERVISOR'S STATEMENT:	I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.			
SUPERVISOR'S NAME (Print) Alena Misaghi		SUPERVISOR'S SIGNATURE ➤		DATE	
EMPLOYEE'S STATEMENT:		I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.			
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE	

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Percent of Time	Activity												
20%	Evaluate the contractors' short and long-range delivery schedules and convert information to data, usable by the Department's computer system. Preparation of SWP water delivery reports and schedules using the existing Department's water delivery database. Process initial water delivery requests and update the monthly water delivery schedules for SJVWC. This involves close coordination with SWP contractors including to obtain the information and conveying this information to Water Deliveries team and/or posting it into SAP database. The coordination includes travel for site visits and attending meetings at contractors' facilities and DWR's Field Divisions.												
15%	Review, verify, check, and interpret SWP water delivery reports. Coordinate and reconcile discrepancies detected during reviews with Department's FD, SJVWC, SWP Water Deliveries team, and/or United States Bureau of Reclamation.												
15%	Prepare spreadsheets that accurately and completely document SWP water deliveries. Document water delivery issues by collecting verbal, written, and computer data, presenting the data in a logical format, and storing the data in an organized manner.												
10%	Prepare graphs, charts, and maps of SWP deliveries for engineering reports and managerial presentations. Assist others in retrieving appropriate SWP data and correctly interpreting and presenting water delivery data.												
5%	Assist others in using computers for accessing, sharing, retrieving, sending, and using SWP water delivery data via electronic media.												
KNOWLEDGE, SKILLS AND ABILITIES REQUIRED													
<p>Knowledge of SWP and Central Valley Project (CVP) system operations.</p> <p>Knowledge and working skills with PC and programming languages.</p> <p>Knowledge and working skills with MS Excel, Word, and databases.</p> <p>Excellent verbal and written communication skills.</p>													
OTHER RESPONSIBILITIES													
<p>This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during the Governor declared emergencies, flood, dam, SWP, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as CalOES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections established in the Incident Command System to assist the Department in performing its emergency preparedness.</p>													

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<i>Percent of Time</i>	<i>Activity</i>							
	<p>SPECIAL REQUIREMENTS</p> <p>Experience with SWP and CVP operations. Possession of a valid California driver license. Must be able to travel overnight and for up to five consecutive days per month. Ability to travel to remote sites utilizing off-road utility vehicles and four-wheel drive vehicles on uneven or rough terrain. Must have the ability to move up to 50 pounds of equipment over smooth and rough terrain in a variety of climatic conditions.</p> <p>All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.</p> <p>The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.</p>							