

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Supervising Engineer, Water Resources		DWR POSITION NUMBER 0102-3258-x9x	SAP POSITION NUMBER 50000443	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION Executive/Office of Project Management	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input checked="" type="checkbox"/> E48 Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input type="checkbox"/>				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Jonathan Duncan	SUPERVISOR'S CLASSIFICATION Principal Engineer, Water Resources	
APPROVED BY (Personnel Analyst's Name) Nicholas Miskovich			DATE 2/3/2026	
<i>Percent of Time</i>	<i>Activity</i>			
40%	<p>POSITION SUMMARY</p> <p>Under the general direction of the Principal Engineer, Water Resources, the incumbent is responsible for building, leading, and directing the Enterprise Project Management (EPM) matrix team, developing project management processes and procedures, and managing complex, high-priority, engineering and engineering-related projects. The incumbent will coordinate efforts with managers, supervisors, technical and support staff across multiple divisions within the Department of Water Resources (DWR), consultants, and other partners in interdisciplinary efforts for project success. The incumbent will manage multiple projects and serve in a supporting role to other program and project managers.</p> <p>ESSENTIAL FUNCTIONS</p> <p>This position requires that the incumbent be aware of the DWR's project management practices and teams. Specific essential duties are geared towards accomplishing the goal of the DWR becoming a project-centered organization. These duties help ensure the programmatic success of water-management programs through a consistent, rational, and optimal project approach. This position requires the incumbent work cooperatively with all professional levels, maintain regular, consistent, predictable attendance, and exercise sound judgment. Excellent verbal and written communication skills are required. The specific essential functions are, but are not limited to, the following:</p> <p>Initiate, plan, execute, control, and close out high-priority projects for DWR. Monitor project and program costs, schedule, and resource needs. Engage with program managers, operations staff, consultants, and external agencies to ensure alignment of project scope and requirements. Facilitate technical integration across multiple engineering and other disciplines and programs. Review and report on the status of deliverables, including key performance indicators, risks, and milestones to meet the performance objectives. Coordinate with project controls staff to ensure the accuracy of technical input into enterprise-level portfolio reporting systems. Provide briefings</p>			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Jonathan Duncan		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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25%	<p>and technical reports to senior engineers, division managers, or external oversight agencies as required. Consult experts on technical feasibility, design standards, construction methods, and system integration across multiple engineering disciplines and implement their application on assigned projects and programs. Ensure with code compliance and adherence with applicable safety, environmental, and DWR regulations and standards.</p>		
20%	<p>Plan, lead, organize, and control the staff and activities of the EPM matrix team. Assign and distribute work, monitor the workplace, evaluate performance. Monitor and evaluate staff and consultant performance, conduct performance reviews, and mentor staff's professional development. Contribute to annual A&D reports, determine training needs and recommend approval of training requests, and take or recommend appropriate actions. Developing outreach presentations and information, research strategies and related work to promote awareness of, use, and interest in EPM. Foster a culture of technical excellence, continuous learning, and innovation within the EPM team. Review project management plans and other related supplemental reports created by staff, as needed. Develop and monitor budgets, fiscal reports, and assist with funding requests including BCPs.</p>		
15%	<p>Develop and maintain project intake processes for the EPM team. Oversee the development and implementation of project delivery frameworks, tools, standard operating procedures, and other documentation that integrate engineering lifecycle stages. Support the use and continuous improvement of standardized tools and templates for engineering project planning and reporting, and monitoring project and program baselines to ensure alignment with performance expectations. Support ongoing improvements to project delivery frameworks to enhance efficiency, accuracy, and compliance with established policies and standards. Maintain an awareness of potential interdependencies with other project and program management applications such as DOE's Project Management Information System (PMIS), SAP's Portfolio Project Management/Resource Management (PPM/RM) module, and flood management's Fiscal Management System.</p> <p>Lead the development and implementation of standardized project management practices for use enterprise-wide. Serves as the main point of contact in cross-divisional and strategic planning efforts and must maintain a deep understanding of industry standard project management practices including the Project Management Body of Knowledge (PMBok) principles. Represent EPM in technical working groups, interagency engineering forums, and professional networks. Ensure department staff are aware of the services available through the EPM and that EPM staff are utilized appropriately. Support department-wide efforts to enhance engineering project management competencies through mentorship, training, and documentation of lessons learned.</p> <p>FINANCIAL DISCLOSURE REQUIREMENT</p> <p>This position is covered in the Political Reform Act and requires financial disclosure within 30 days of the first and last day physically worked in a covered position and annually by April 1st.</p>		

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	<p>SPECIAL REQUIREMENTS</p> <p>Must possess a valid Driver License in order to drive to various sites and attend meetings.</p> <p>The incumbent must have knowledge of PMBOK (Project Management Body of Knowledge) principles and methods. Must be able to communicate effectively with staff, the general public, and policy-level administrators.</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 successful performance in this position</p> <p>All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experience, and is free from discrimination.</p>			