

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Senior Control Engineer (Supervisor)		DWR POSITION NUMBER 2763-3658-594	SAP POSITION NUMBER 50001712	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION O&M/ADM-Engineering/UPSS/Plant SCADA System	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input checked="" type="checkbox"/> S09 Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input type="checkbox"/>				
RESPONSIBILITIES EXERCISED <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Wajih Iqbal	SUPERVISOR'S CLASSIFICATION Supervising Control Engineer	
APPROVED BY (Personnel Analyst's Name) Estevez Contreras			DATE 02/06/2025	
<i>Percent of Time</i>	<i>Activity</i>			
30%	<p>POSITION SUMMARY:</p> <p>Under the general direction of the Manager, Controls Systems Branch, the Senior Control Engineer plans, organizes, and supervises the work of the Section and coordinates its activities within the Branch, the Utility Power Systems Services (UPSS), Project Operations Center (POC), and the State Water Project (SWP), Field Divisions. The incumbent also provides leadership and Project Management Services for control systems projects within the structure of the SWP Control System Replacement Program on an as-needed basis.</p> <p>ESSENTIAL FUNCTIONS:</p> <p>Work cooperatively with others; maintain regular, consistent, predictable attendance; exercise good judgment and possess good written and oral communications skills. The specific essential duties include, but are not limited to the following:</p> <p>Supervise the Section by planning, organizing, and directing, with periodic evaluation of program status and guidance, the maintenance activities of the SWP Control System equipment and systems. Manage the definition, design, implementation, and documentation of system requirements, standardize maintenance procedures, determine system reliability, evaluate operating costs, and standardize equipment modifications. Develop project plans and update based on observed progress. Provide management summary reports of planned and completed work.</p>			
SUPERVISOR'S STATEMENT:		I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SUPERVISOR'S NAME (Print) Wajih Iqbal		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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30%	<p>Supervise control systems engineering support for installed, operational systems. Guide technical investigations of operational change requests and requests for new or modified software and/or hardware development; review, evaluate, monitor, inspect, and coordinate control systems requirements, proposed specifications, and systems developed by Division of Engineering (DOE), or contractors. Direct and coordinate staff in the development of formal, written operating instructions. Prepare documentation, reports, and correspondence. Coordinate appropriate engineer and user training. Keep abreast of technical advances in Plant Supervisory Controls and Data Aquisition (SCADA), and Historian applications and tools. Coordinate maintenance with Field Division Operations and Maintenance (O&M), staff for control system repair, replacement, and upgrade. Participate in periodic field inspection which occasionally require work outside of normal business hours, traveling, and staying overnight in various locations throughout the State of California.</p>		
30%	<p>Establish and coordinate contracted maintenance. Supervise Plant SCADA and Historian environments within the Development and Quality Assurance Laboratories. Direct staff to define, develop, document policy and procedure for work flow, change control, configuration management, backup and restoration, and others as required to align general business practices with Critical Infrastructure Protection (CIP), related process and procedure. Act as a Subject Matter Expert in validating and mitigating North American Electric Reliability Corporation (NERC), Alerts.</p>		
10%	<p>Administer Section's budget, reports, training, and personnel transactions in order to develop and maintain a highly skilled professional staff to meet the Department's mission through: assigning and distributing work, monitoring and evaluating performance, preparing annual A&D reports, determining training needs, and approving training requests, implementing the three phases of progressive discipline, verifying and approving employee's attendance and leave requests, interviewing and hiring qualified employees, understanding employee's rights with regards to labor relations, and leading by example.</p> <p>KNOWLEDGE, SKILLS, AND ABILITIES:</p> <p>Finger dexterity is required to operate a computer keyboard; ability to move 40-pound boxes; ability to see clearly with normal or corrected vision and distinguish colors as the computer screens are color-coded indicating either a function or action; ability to think logically and creatively; ability to concentrate over long periods of time; ability to produce computer algorithms from abstractions; ability to work well with others or independently as the job requires; ability to demonstrate good judgment in response to stressful or emergency situations; ability to follow work procedures; ability to occasionally work outside normal business hours; ability to occasionally work around loud machinery.</p>		

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	<p>SPECIAL REQUIREMENTS:</p> <p>Under the provisions of the North American Electric Reliability Corporation Critical Infrastructure Protection Standard CIP-004 as part of the Energy Policy of 2005, this position has authorized cyber access to or unescorted physical access around critical cyber assets and is subject to a satisfactory background check prior to appointment and every seven years thereafter.</p> <p>Must be willing to work sometimes outside of normal business hours.</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> <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>Employee is required to successfully complete all safety training related to the functions of the job.</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> <p>OTHER REQUIREMENTS:</p> <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 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 CalEMA 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 as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.</p>		