



Classification: Senior Water Resources Control Engineer
 Position Number: 880-180-3844-009

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-180-055	Classification Title: Senior Water Resource Control Engineer (Specialist)	Position Number: 880-180-3844-009
Incumbent Name: Vacant	Working Title: Enforcement Coordinator	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: S09
Division/Office: Regional Water Quality Control Board, Santa Ana Region		Section/Unit: Surface Water and Agriculture Branch
Supervisor's Name: A. Nick Amini		Supervisor's Classification: Supervising Water Resources Control Engineer

Human Resources Use Only:	
HR Analyst Approval: 	Date: 02/24/2026

General Statement
Under the direction of a Supervising Water Resource Control Engineer and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent shall serve as the Santa Ana Water Board's Enforcement Coordinator. 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
The Enforcement Coordinator is responsible for overseeing and coordinating enforcement activities within the Santa Ana Region to ensure compliance with water quality laws, regulations, and permits issued by the State and Regional Board. The incumbent serves as a liaison between the program managers and Assistant Executive Officer in the Santa Ana Region and State Water Board's Office of Enforcement to ensure consistent, timely, and effective enforcement actions. The incumbent shall consistently provide high quality regulatory actions and documents, responsive customer service, and compliance assistance.



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Essential Functions (Including percentage of time):	
30%	Oversees and coordinates enforcement activities within the Santa Ana Region, ensuring alignment with the State Board's Enforcement Policy through consistent tracking across programs. Reviews and provides recommendations for enforcement-related correspondence, reports, inspection findings, and data. Assists staff in developing enforcement strategies and preparation of key enforcement documents, including administrative civil liability complaints, cleanup and abatement orders, cease and desist orders, investigative orders, notices of violations and case referrals. Leads and participates in complex project meetings involving management and technical staff, representatives of dischargers (such as engineers, geologists, toxicologists, and attorneys), other stakeholders including public and private entities, and other governmental agencies. Delivers oral and written presentations to the Board.
30%	Leads investigations using engineering or scientific expertise to address water quality violations. Conducts or assists in conducting investigations of spills and leaks reports and recommends the appropriate enforcement response for cases involving civil and criminal violations of the California Water Code or other applicable laws. Responds to or assists in the response to complaints and spills related to unregulated facilities, including illegal discharges and illegal disposal activities. Responds to public inquiries about spills and complaints. Conducts field inspections to ensure appropriate containment and cleanup measures are implemented. Reviews complex technical engineering reports prepared in response to these spill incidents and makes recommendations for appropriate enforcement response actions.
15%	Coordinates enforcement efforts with program managers, the Office of Enforcement, Attorney General's office, and local District Attorney's office and other agencies to ensure appropriate legal and regulatory response. Works cooperatively with and provides technical and regulatory guidance to staff on enforcement procedures and documentation. Provides and facilitates training and mentoring of staff on enforcement related courses, processes, and best practices.
15%	Serves as the Board's representative in meetings, enforcement hearings, and interagency enforcement coordination efforts, including participation in State and County Environmental Crimes Task Forces, to advance the Board's mission. Acts as the Board's liaison during emergency response situations in coordination with counties as local emergency program coordinator (LEPC) and other state agencies, such as the California Office of Emergency Services (Cal OES). Leads triaging of Cal OES notifications and Cal EPA complaints, notifying relevant parties within the Regional Office. Presents and communicates key information to the public, management, and the Board.



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Marginal Functions (Including percentage of time):

5%	Serves as the Health and Safety coordinator for the office by updating the office environment with appropriate health and safety signage, equipment, and protocols. Keeps track of staff HAZWOPER training records and annual refresher courses, First Aid/AED training, and the Region's laboratory sampling and inspection equipment and instrumentation. Coordinates building floor warden activities.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to remain stationary at a desk, utilize a phone, and use a keyboard for extended periods of time. Ability to retrieve and/or move files, documents, or materials up to 15 lbs. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday.

Typical Working Conditions:

The incumbent works on the 8th floor of a high-rise office building in downtown Riverside, in a windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. This position may be eligible for telework with in-person attendance based on the operational needs of the position. Mandatory overtime, including evening and weekend work, may be necessary during leak/spill events. Travel is required locally and may be necessary within the state. Daily proficient utilization of office equipment is required.

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