

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Program Manager I, California Bay-Delta Authority		DWR POSITION NUMBER 1010-0783-xxx	SAP POSITION NUMBER 50054528	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO.	DIVISION/SECTION DFPI/Flood Planning Branch	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input checked="" type="checkbox"/> E59 Supervisory Related BU: <input type="checkbox"/> 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) Christopher Willians	SUPERVISOR'S CLASSIFICATION Principal Engineer, Water Resource	
APPROVED BY (Personnel Analyst's Name) Kimberly Balbuena			DATE 3/16/26	
<i>Percent of Time</i>	<i>Activity</i>			
40%	<p>POSITION SUMMARY Under general direction of the Supervising Engineer, Water Resources (WR) of the Plan Formulation and Communication Section (PFCS), within the Division of Flood Planning and Improvements (DFPI), the Senior Engineer, WR oversees engineering technical and policy elements in support of coordinated planning within DFPI and other Department of Water Resources (DWR) divisions and branches, State and federal agencies, regional groups and stakeholders.</p> <p>ESSENTIAL FUNCTIONS As a member of a multidisciplinary team of engineers and other staff, this position requires the incumbent to work cooperatively with others, including a wide variety of DWR specialists, staff of local, State, and federal agencies, technical consultants, stakeholders, and the general public; maintain regular, consistent, and predicable attendance; possess good oral and written communication skills; and exercise initiative, good judgment, essential interpersonal skills; computer skills in spreadsheets, word processing, and databases; and the ability to analyze financial and technical data. Some travel to attend stakeholder involvement, public outreach, and similar meetings is required. The specific duties of this position include, but are not limited to, the following:</p> <p>Responsible for development and implementation of floodplain and flood risk management program elements and policies within DFPI. This effort includes development of program and project level goals and tasks in accordance with DWR's Strategic Plan. Participate in the preparation and management of elements of the Central Valley Flood Protection Plan (CVFPP) including an updated Investment Strategy, Regional Flood Management Program (RFMP), performance tracking initiatives, and other technical, hydrology and hydraulics engineering work to improve flood system resiliency and long-term sustainability. Support the development and maintenance of the CVFPP database and work to incorporate elements of various CVFPP efforts into the database. Develop and organize tasks necessary to meet the needs of each project and assure timely completion of deliverables.</p>			
SUPERVISOR'S STATEMENT:		I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SUPERVISOR'S NAME (Print) Hilary Murphy		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)		EMPLOYEE'S SIGNATURE ➤	DATE	

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Vacant		DFPI/Flood Planning Branch	
<i>Percent of Time</i>	<i>Activity</i>		
40%	<p>Support planning between DFPI and other groups both within and outside of DWR on a variety of programs and projects to improve communication and foster integration of effective long-term floodplain and flood risk management into DWR programs statewide. This will include, but is not limited to, contributing to the development of CVFPP activities and deliverables with DWR, project coordination with other DFPI branches, coordination with the Governor's Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA), coordination with local agencies, and assistance with various efforts and activities in coordination with the U.S. Army Corps of Engineers (USACE). Provide technical and planning support to RFMP partners and maintain frequent communication. Lead, conduct, support, and attend a variety of communication and engagement activities (such as public meetings, workshops, work groups and briefings) to develop information and obtain input on floodplain and flood risk management related issues, programs, and grants. Present a variety of engineering-based technical results (such as hydrology and hydraulic data) related to floodplain and flood risk management, environmental evaluations, program function and status, and cost estimates to internal and external stakeholder audiences. Prepare agendas and supporting materials, provide technical support, and respond to questions or inquiries from the audience. Serve as liaison to other divisions within DWR at meetings involving floodplain and flood risk management related projects and activities.</p>		
10%	<p>Perform program project management responsibilities. Monitor expenditures monthly, provide budget input, prepare narrative updates for Central Valley Flood Protection Board briefings, provide input for DFPI's quarterly and annual progress reports, and prepare other reports and documents as required. Develop contracts for cooperative work with USACE, local districts, and other agencies. Develop and administer contracts and agreements for internal and external consulting services, including preparing and managing task orders and coordinating the budget, schedules, and work to be performed using engineering consultant services contracts.</p>		
5%	<p>Plan, lead, and control activities in carrying out specific assignments. Support the PFCS Manager in recruiting staff including occasional support for interviewing and hiring qualified employees. Support the PFCS Manager in reviewing staff work for completeness and providing specific direction as needed to obtain completed staff work.</p>		
5%	<p>Report progress on all tasks to the PFCS Manager and articulate project issues that require attention. Prepare discussion papers, white papers, and interoffice memos on various aspects of technical work, project and program needs, and recommendations related to policy issues. Represent DWR at various meetings and venues and communicate current State and DWR policies as they relate to programs and projects within DFPI. Make presentations to management, staff, consultants, stakeholder groups, and the public on a variety of program topics in response to requests for information. The position may require driving a vehicle on public roadways.</p>		
	<p>OTHER RESPONSIBILITIES This position provides necessary support to DFPI, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during Governor declared emergencies, flood, dam, State Water Project, and other incidents and emergencies.</p>		

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	<p>Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as the Cal OES 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 DWR 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> <p>SPECIAL REQUIREMENTS</p> <p>A valid California driver's license as the work may require driving a vehicle on public roadways or in the field on uneven terrain to participate in on-site field investigations, or at stakeholder involvement, public outreach, or similar meetings.</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>DWR is committed to its mission and employees, and we are grounded in our commitment to public safety. DWR offers a hybrid workplace model that is designed to support a workforce of both office-centered and remote-centered workers. Regular and consistent attendance - whether office-centered or remote-centered - is essential to the successful performance in this position.</p>		