



Classification: Senior Water Resource Control Engineer (Supervisor)
 Position Number: 880-300-3844-025

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-300-123	Classification Title: Senior Water Resource Control Engineer (Supervisor)	Position Number: 880-300-3844-025
Incumbent Name: Vacant	Working Title: Senior Water Resource Control Engineer	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: S09
Division/Office: Division of Water Rights		Section/Unit: Petition, Licensing, and Registration Section/Petition & Licensing Unit
Supervisor's Name: Jane Ling		Supervisor's Classification: Supervising Water Resource Control Engineer (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: <i>Nina Lopez</i>	Date: 03/30/2026

General Statement
Under the general direction of the Supervising Water Resource Control Engineer (Supervisory) and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, 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 Senior Water Resource Control Engineer (Sr. WRCE) is responsible for assigning, prioritizing, and managing the work of the Division of Water Rights, Petition and Licensing Unit. The incumbent performs as well as guides staff with complex and varied scientific analyses and research assignments related to sensitive issues related to the administration of water rights.



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Essential Functions (Including percentage of time):	
45%	Supervise multi-disciplinary technical and professional staff reviewing and processing water right petitions, minor change requests, temporary changes, transfers, and licensing. Oversee engineering and environmental analyses related to the findings for petitions, work with legal counsel and address technical issues raised by counsel, and effectively engage and communicate with both water right holders and interested parties. Provide direction on development of terms and conditions for approval orders, including requirements designed to protect other legal users of water or the environment. Review work products developed by staff related to all of the above tasks, including but not limited to transmittal letters, technical memos, permits, amended permits, licenses, amended licenses, and orders. Review and approve work products developed by staff related to minor change requests, minor petitions, or other tasks being redelegated to the Sr. WRCE level.
25%	Supervise and train staff in reviewing studies, inspection reports, and other analyses related to water rights petition and licensing processes. Supervise staff in directing environmental consultants' preparation of environmental documents pursuant to California Environmental Quality Act (CEQA). Direct staff analysis of information to determine the effects of proposed projects on the environment and other legal users of water, and to recommend mitigation measures or alternatives where appropriate. For controversial projects, present recommendations to management and State Water Board members. Direct and supervise review, analysis, and inspection tasks related to the licensing of water rights permits.
10%	Support public engagement efforts and review outreach materials related to water right petition and licensing processes. Prepare meeting materials and lead meetings with petitioners and other internal or external interested parties. Respond to public inquiries on complicated issues and media requests and serve as media representative. Present information at Water Boards meetings, interagency meetings, public meetings, and public workshops. Prepare materials and attend briefings for Division management, executive management, and State Water Board members.
10%	Assign projects to staff, establish priorities for those projects, and balance workload amongst multiple staff. Develop and implement strategies to address pending petition backlog and improve program performance, such as through proposing new legislation or changes to regulations, plans, policies, procedures, or guidelines associated with water rights. Direct development of templates and procedures to streamline staff workflows. Participate in budget development actions and other work force planning activities. Implement methods for tracking program performance and compile related metrics. Assist the Program manager with program improvement efforts.
5%	Recruit, hire, and guide the development of professional and technical staff. Create and update plans for staff development. Participate in work force planning activities.



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Marginal Functions (Including percentage of time):

5%	Perform other duties as required.
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Typical Physical Conditions/Demands:

The job requires extensive use of a computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. The job will occasionally require attending meetings in other locations that will be located either indoors or outdoors near diversion facilities associated with water rights.

Typical Working Conditions:

The incumbent works on the 14th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required locally and within the state.

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