

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

CLASSIFICATION <b>Engineer, Water Resources</b>		DWR POSITION NUMBER <b>2062-3137-010</b>	SAP POSITION NUMBER <b>50001882</b>	MCR <b>1</b>
APPOINTEE <b>Vacant</b>		SAP PERSONNEL NO. <b>TBD</b>	DIVISION/SECTION <b>O&amp;M/ADMWM/Water Transfer Conveyance Unit</b>	
COLLECTIVE BARGAINING IDENTIFIER				
<input type="checkbox"/> Management Related BU:	<input type="checkbox"/> Supervisory Related BU:	<input type="checkbox"/> Confidential Related BU:	<input checked="" type="checkbox"/> Rank and File BU: <b>R09</b>	
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Matthew Wicks</b>	SUPERVISOR'S CLASSIFICATION <b>Senior Engineer, Water Resources</b>	
APPROVED BY (Personnel Analyst's Name) <b>Kimberly Balbuena</b>			DATE <b>5/1/26</b>	
<i>Percent of Time</i>	<i>Activity</i>			
	<b>POSITION SUMMARY</b> Under the general direction of the Senior Engineer, Water Resources of the Water Transfer Conveyance Unit, the incumbent is responsible for assisting the development and operation of the Water Transfer Information Management System (WTIMS) and other water transfer tools, providing technical engineering assistance in the evaluation of water transfer proposals, and providing assistance related to the management of the water rights held by the Department of Water Resources (DWR) for the operation of the State Water Project (SWP).			
	<b>ESSENTIAL FUNCTIONS</b> This position requires the incumbent perform a wide variety of professional engineering work. It also requires the incumbent to work closely with DWR engineers, consulting engineers, and representatives from other government agencies; maintain regular, consistent, and predictable attendance; and exercise sound judgment.			
<b>35%</b>	Assist in the development and operation of WTIMS and other tools (e.g. Access, Oracle, Java, ArcGIS) to ensure they are performing as intended and help facilitate preparation of water transfer proposals that will be submitted to DWR for consideration. Notify users, Division of Technology Services (DTS) staff, and DTS contractor(s) of any functional errors related to these tools as they arise. Maintain complete and accurate records of issues users may face when utilizing these tools. Compile user feedback on these tools in relation to their engineering business needs as well as documenting new features and system enhancements. Maintain complete and accurate records of historical data and communications.			
<b>30%</b>	Conduct technical engineering studies and provide guidance to sellers and buyers including public agencies and private parties involving temporary (one year or less) and long-term water transfer proposals in compliance with applicable statutes, contracts, agreements, licenses, permits, and DWR policy, proposals and requests and develop recommendations regarding particular proposals. Technical engineering studies include but are not limited to: surface water and groundwater investigations; evaluating consumptive use of crops; water supply feasibility studies			
SUPERVISOR'S STATEMENT: <b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>				
SUPERVISOR'S NAME (Print) <b>Matthew Wicks</b>		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: <b>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>				
EMPLOYEE'S NAME (Print) <b>Vacant</b>		EMPLOYEE'S SIGNATURE ➤		DATE

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15%	to evaluate potential effects on SWP and other supplies; and any associated environmental evaluations.		
10%	Provide technical engineering assistance to State, federal and local agencies and SWP contractors relative to implementing water transfers including providing criteria for determination of real water available for transfer, compliance with water rights law, economic, environmental and operational compatibility and potential impacts of proposed water transfers.		
10%	Review and research petitions, decisions and orders from the State Water Resources Control Board affecting water transfers and advise management of the effect on SWP operations.		
10%	Perform special assignments and projects in water acquisitions activities, water rights activities and in researching complex technical water resources related issues. Prepare engineering reports to document executed water transfers and assist Bulletin 132 development. Organize and maintain water transfer records in database.		
	<p><b>KNOWLEDGE, SKILLS, AND ABILITIES:</b>            General knowledge of California water supply, water rights, environmental laws, computer skills (e.g. Microsoft Office), presentation development, database application and development (e.g. Java, Access, Oracle, etc.), and geographic information system software (e.g. ArcGIS). Knowledge of computer use and programming languages such as FORTRAN, Visual Basic and Java is recommended.</p> <p>Incumbent must be highly organized and have the ability to manage multiple tasks while balancing the needs of the Unit and outside agencies and organizations. Incumbent must have the ability to handle urgent or contentious situations and act independently but seek guidance from management when necessary. Must work well with others and possess strong oral and written communication skills. Ability to be industrious and understand and evaluate technical engineering terms and contract terminology and present them to others. Must have the ability to utilize Microsoft Office, Outlook, Teams, Word, Excel, PowerPoint, Access, Power BI, and Project in daily work and have ability to use or learn Adobe Acrobat, DocuSign, SAP, ArcGIS, Google Earth, and Visio.</p> <p><b>SPECIAL REQUIREMENTS</b>            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>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>		

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	<p><b>OTHER REQUIREMENTS</b></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 the California Office of Emergency Services and Federal Emergency Management Agency 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>		