



**Classification:** Senior Water Resource Control Engineer (Supervisor)  
**Position Number:** 880-300-3844-051

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 25-300-150	<b>Classification Title:</b> Senior Water Resource Control Engineer (Supervisor)	<b>Position Number:</b> 880-300-3844-051
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Instream Flows Unit 2 Supervisor	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full time	<b>CBID:</b> S09
<b>Division/Office:</b> Division of Water Rights		<b>Section/Unit:</b> Instream Flows Section/ Instream Flows Unit 2
<b>Supervisor's Name:</b> Paige Uttley		<b>Supervisor's Classification:</b> Environmental Program Manager I (Supervisory)

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> <i>Nina Lopez</i>	<b>Date:</b> 05/13/2026

<b>General Statement</b>
Under the general direction of an Environmental Program Manager I (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.
<b>Position Description</b>
The Senior WRC Engineer Supervisor oversees Instream Flows Unit 2 (Unit) in the Division of Water Rights' (Division's) Instream Flows Section (Section). The incumbent supervises the development and implementation of instream flows in priority watersheds throughout California. Daily proficient use of office equipment and the Microsoft Office Suite is required. Occasional travel will be required locally and within the state to coordinate and perform outreach related to the development and implementation of instream flows.



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<b>Essential Functions (Including percentage of time):</b>	
35%	Supervise, direct, and review the work of technical staff in the Unit, including the development of scientific and engineering components necessary for establishing instream flows as well as implementation of instream flow-related regulations. This work includes, but is not limited to: (1) scientific investigations of public trust and beneficial use protection; (2) research and evaluation of water rights; (3) evaluation of instream flow studies and recommendations developed by agencies, nonprofit organizations, and other entities; (4) water quality control planning, regulation development, and hearing activities, which includes the development of technical reports and associated California Environmental Quality Act (CEQA) compliance; and (5) implementation of instream flow regulations or other oversight (e.g., local cooperative solutions or voluntary approaches).
30%	Supervise, coordinate, and perform outreach related to the development and implementation of instream flows. This coordination and outreach includes, but is not limited to: (1) conducting joint field work and site visits with agencies, nongovernmental organizations, and other interested parties; (2) presenting information at workshops, meetings, and other venues (e.g., conferences, watershed groups, etc.); (3) leading and participating in flow and related groups; (4) attending meetings related to instream flows, including instream flow study plan development meetings and workshops conducted by the California Department of Fish and Wildlife related to instream flow studies and recommendations that are under development; and (5) providing technical assistance to the Regional Water Quality Control Boards, agencies, and other interested parties on instream flow methodologies, flow recommendations, and the development and implementation of flow objectives. Coordinate with other Division Seniors and Managers to ensure consistent approaches are used for the instream and public trust flow work. Ensure instream flow and related webpages are user friendly, up-to-date, and appropriately convey information to keep the public informed of the State Water Board's efforts with respect to the development and implementation of instream flows.
20%	Prepare, or supervise preparation of, correspondence as assigned by the Section's Program Manager or as arises in the normal course of business associated with the environmental review activities of the Unit. Prepare briefing documents and presentations for the State Water Board members and executive management. Brief executive management and Board members on ongoing work and areas of controversy. Prepare agenda items and related materials. Present at State Water Board meetings, workshops, or hearings.
10%	Analyze legislation, regulations, plans, policies, procedures, and guidelines associated with water supply analysis. Recruit, hire, and manage the work of professional and technical staff. Create and update plans for staff development. Participate in budget development actions and other work force planning activities.



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<b>Marginal Functions (Including percentage of time):</b>	
5%	Perform other duties as required.

**Typical Physical Conditions/Demands:**  
 The job requires extensive use of a personal computer and the ability to sit/stand at desk, use a phone, and type on a keyboard for extended periods of time. Ability to lift 25 pounds, bend and reach above shoulders to retrieve files and/or documents. When in the field, the job may require navigation of uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday.

**Typical Working Conditions:**  
 When working in the office, 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. Evening and weekend work may be necessary during the year. Travel will be required locally and within the state.

<b>Supervisor Statement</b>		
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