

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Engineer, Water Resources		DWR POSITION NUMBER 1650-3137-XXX	SAP POSITION NUMBER 50096484	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DRA/FAB/Grants Section C	
COLLECTIVE BARGAINING IDENTIFIER				
Management Related BU: <input type="checkbox"/>		Supervisory Related BU: <input type="checkbox"/>	Confidential Related BU: <input type="checkbox"/>	Rank and File BU: <input checked="" type="checkbox"/> R09
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) David Chan	SUPERVISOR'S CLASSIFICATION Senior Engineer, Water Resources	
APPROVED BY (Personnel Analyst's Name) S. Meeks			DATE 5/18/26	
<i>Percent of Time</i>	<i>Activity</i>			
45%	<p>POSITION SUMMARY Under the direction of the Senior Engineer, Water Resources and with guidance from the Senior Engineering Geologist, the Engineer, Water Resources conducts engineering, geologic, hydrogeologic, geophysical and/or other engineering analyses and serves as a grant manager to support the work of the Underrepresented Communities, California Tribes and Small Farmer Groundwater Technical Assistance (URCTA) Program, Sustainable Groundwater Management (SGM) Grant Program and other grant programs in the Financial Assistance Branch (FAB).</p> <p>ESSENTIAL FUNCTIONS This position requires the incumbent to communicate effectively both verbally and in writing and work cooperatively with Department staff and State, federal, and local agencies and their representatives on technical and administrative matters related to grant programs and project implementation; and maintain regular, consistent, and predictable attendance. The specific essential duties include, but are not limited to, the following:</p> <p>Provide technical oversight of grant-funded projects within the URCTA, SGM, and other FAB grant programs ensuring engineering and geologic components align with grant guidelines or other program documents. Independently review contracts and oversee implementation of awarded projects. Responsibilities include drafting and amending grant agreements; reviewing grant invoices, quarterly reports, and other project deliverables; and maintain accurate records in tracking and reporting databases. Coordinate closely with grantees and their partners, to support implementation of the grant projects, and when necessary, collaborate with DWR's Public Affairs Office on the review of grantee's outreach products. Conduct periodic field visits to monitor progress and serve as the primary DWR resource for grantees, ensuring projects remain within scope, schedules, and budget. Additionally, prepare agency performance evaluation and project completion forms. Work cooperatively with program staff and grantees to ensure all environmental studies/documentation complies with the California Environmental Quality Act.</p>			
SUPERVISOR'S STATEMENT:		I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SUPERVISOR'S NAME (Print)		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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20%	<p>Provide support to develop and administer grant solicitation processes, such as for the SGM Grant Program and URCTA Program, which specifically requires an understanding of engineering and geologic aspects of Sustainable Groundwater Management Act (SGMA) in California. Key responsibilities include preparing and editing program guidelines or similar document(s), developing grant proposal solicitation packages, and evaluating submitted proposals using standardized scoring criteria. The role also involves supporting management in ranking proposals and formulating funding recommendations. In addition to these major tasks, routine duties include maintaining records in accordance with established policies and procedures, retrieving grant-related data from databases to help program managers respond to requests from State auditors and public inquiries, and assisting in the preparation of quarterly reports, correspondence, budget items, and schedules for grant program review.</p>		
20%	<p>Assist the Program Manager and Assistant Program Managers with grant programs that fund Groundwater Sustainability Agencies to develop and implement plans that comply with the SGMA regulations and also with the URCTA program which provides groundwater technical assistance to Underrepresented Communities, California Native American Tribes, and Small Farmers as they implement SGMA. Additional tasks above grant administration include coordination with DWRs Sustainable Groundwater Management Office (SGMO) and Region Offices. May require performing water inventories and hydrogeologic studies, groundwater basin characterization, land use evaluations, development of regional groundwater data standards, data management, well installation and geological and hydrogeologic studies; and the creation and maintenance of databases to track grant applications.</p>		
15%	<p>Conduct public outreach through conferences, workshops, and presentations to highlight the outcomes and value of State investments in the URCTA and SGM Programs. Meet with local agencies and other interested parties to discuss grant program opportunities and requirements, which may involve driving on remote public roadways. Prepare and manage electronic files, and draft clear, concise engineering or engineering geologic reports and documents. Serve as the branch duty officer on a rotating basis, provide audit assistance, support Bond Drill activities, and contribute to Bond accountability efforts. Respond promptly to urgent requests, particularly from the Accounting and Budgets Offices, by addressing same-day email inquiries to ensure timely and appropriate follow-up. In support of these activities, use ArcGIS knowledge to analyze GIS data and create maps to display key points.</p>		

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	<p>OTHER RESPONSIBILITIES</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 CalOES 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 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> <p>SPECIAL REQUIREMENTS</p> <p>This position requires the incumbent be able to travel by airplane, vehicle and/or other form of transportation to different areas or field locations in California, with some overnight stay or overnight travel to attend meetings. Overtime work may be required to meet program deadlines.</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> <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>		