



Classification: Water Resource Control Engineer  
 Position Number: 880-300-3846-194

**DUTY STATEMENT**

**CURRENT**       **PROPOSED**

<b>RPA Number:</b> 25-300-164	<b>Classification Title:</b> Water Resource Control Engineer	<b>Position Number:</b> 880-300-3846-194
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Water Resource Control Engineer	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-Time	<b>CBID:</b> R09
<b>Division/Office:</b> Division of Water Rights		<b>Section/Unit:</b> Drought Planning Unit
<b>Supervisor's Name:</b> Lindsay Kammeier		<b>Supervisor's Classification:</b> Senior Water Resource Control Engineer (Supervisor)

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> <i>Tammy Putnam</i>	<b>Date:</b> 6/19/2026

<b>General Statement</b>
Under the close supervision of a Senior Water Resource Control Engineer (Supervisor) 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 Water Resource Control Engineer (WRCE) is responsible for working with multidisciplinary teams to develop and implement robust approaches, methodologies, models, and other tools for water availability analyses, data management, and data visualization to support the Division of Water Rights' drought management, enforcement, and water right permitting programs. The WRCE is required to work independently, think creatively, and communicate effectively.



<b>Essential Functions (Including percentage of time):</b>	
20%	Using Water Resource Control Engineer knowledge, work on multidisciplinary teams to develop and implement robust approaches, methodologies, models, and other tools for water availability analyses, data management, and data visualization to support the Division of Water Rights' drought management, enforcement, and water right permitting programs. Develop and use hydrologic models for watershed evaluations. Assist with regional efforts to create voluntary drought agreements as needed. Integrate modeling and/or remote sensing techniques and other methods to estimate water use into the Division of Water Rights' workflows.
15%	Develop, facilitate the adoption of, and implement State Water Board policies and regulations for permitting water availability analysis, water right curtailment, and minimum instream flow requirements for the protection of fish and wildlife and other public trust resources within the State Water Board's purview. Use data processing tools to analyze large datasets, including reported diversions and hydrologic forecasts to inform water rights administration.
15%	Develop and implement new methodologies for data visualization and public outreach on a variety of topics related to drought planning and management, including but not limited to water availability analysis, drought-related regulations, instream flow requirements, and water diversion measurement and reporting. Develop and implement outreach materials, website updates, media messaging, public workshops, meetings, and outreach events. Scope, plan, and conduct meetings to better understand environmental needs and the needs of senior and junior water right holders in drought-affected watersheds. Host outreach events to collaborate with partner agencies, water right holders, non-governmental organizations, and other stakeholder groups on the development of alternatives to drought curtailments.
10%	Coordinate with staff from the other Water Board regions, Divisions, and offices to increase and improve coordination, communication, and stakeholder engagement on drought planning and response actions. Provide early notification of dry-year conditions and potential water shortages; coordinate roll-out of technical tools and methodologies for stakeholders and the public; manage stakeholder engagements and comments on Division of Water Rights processes, permits, and curtailment actions; organize and attending meetings, workshops, and webinars; prepare and distribute written materials (fact sheets, drought action websites, etc.).
10%	Process, issue, and manage implementation of temporary urgency change petitions and temporary water transfers during drought emergencies. Assist Permitting Section staff with long-term planning, outreach, and analysis of water right applications, including groundwater storage and recharge. Evaluate groundwater-surface water interactions during drought emergencies to assist with the development of solutions for stream depletion caused by over-pumping of groundwater.



10%	Assist Hearings and Special Project Unit staff with the planning, organization, and implementation of water right and water quality hearings, public workshops, and adjudicatory proceedings before the State Water Board. Serve on and oversee teams charged with investigation and technical analysis of key hearing issues and matters subject to adjudicatory proceedings.
10%	Process sensitive, complex, and high priority water right applications and petitions involving the evaluation of water availability and the assessment of instream flow needs and impacts on fish and wildlife, other legal users of water, and the public interest pursuant to the Water Code, Title 23 of the California Code of Regulations, California Environmental Quality Act, and Public Trust Doctrine. Develop analytical tools, technical staff reports, informational resources, policies, regulations, and other work products in support of the Division of Water Rights' permitting, petition, registration, enforcement, and Bay-Delta programs as needed.

**Marginal Functions (Including percentage of time):**

5%	Respond to general water right inquiries from the public (water rights help desk); develop workplans that include cost estimates for drought planning and management activities, hearings, and adjudicatory proceedings; brief Division of Water Rights management, executive management, and members of the State Water Board; update webpages; coordinate with data modernization staff.
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 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. Occasional travel may be required locally and within the state. Occasionally, navigate in uneven, rugged terrain for extended periods of time in extreme temperatures throughout the workday.

**Typical Working Conditions:**

The incumbent works on the 14<sup>th</sup> floor in a high-rise office building in downtown Sacramento. The work schedule is Monday through Friday. Telework and hybrid workspace options may be available based on operational needs. Travel may be required locally and within the state.



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<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