



Classification: Water Resource Control Engineer
 Position Number: 880-250-3846-197

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-250-153	Classification Title: Water Resource Control Engineer	Position Number: 880-250-3846-197
Incumbent Name: Vacant	Working Title: Water Resource Control Engineer	Effective Date: July 2026
Tenure: Permanent	Time Base: Full Time	CBID: R09
Division/Office: Division of Water Quality		Section/Unit: Sustainable Water Plans and Policies II Section/ Nonpoint Source Unit
Supervisor's Name: Jessica Leonard		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: Kathleen Hill	Date: July 2026

General Statement	
Under the close supervision of a Senior Environmental Scientist (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 incumbent will work as a Water Resources Control Engineer in the Nonpoint Source Unit to carry out nonpoint source pollution control activities statewide through collaboration with the Regional Boards and other state and federal agencies with authorities and responsibilities pertaining to the control of nonpoint source pollution to ensure and improve water quality protection and restoration.	
Essential Functions (Including percentage of time):	
25%	Using engineering knowledge and expertise, review and analyze projects and proposals for technical/engineering soundness and feasibility, compliance with state and federal laws and regulations, and pertinent water quality orders and policies; recommend changes, approval, or disapproval of funding applications, including preparation of Division or Board approvals as appropriate; review of engineering plans and specifications, ensuring that proposed projects



	are consistent with funding program policy, and technically capable of meeting pertinent water quality orders and policies; consult and coordinate with other State and Regional Water Board staff, and staff from other state and federal agencies, throughout the funding process.
20%	Assist with developing strategies to identify waters of the state with highest priority or need for funding to address nonpoint source pollution. Assist with a monitoring strategy for the nonpoint source grant program. Perform tracking and analyses using spreadsheet tools and numerical modeling software of parameters and criteria such as pollutant inputs and sources, watershed hydrology and peak flows, irrigation demand, water balance, hydraulics, erosion/sedimentation, sediment transport, and stream bank stability. Review watershed plans to determine readiness of project proponents to conduct work. Work with inter- and intra-agency nonpoint source related programs (e.g.; total maximum daily load, irrigated lands regulatory, monitoring) in the verification and implementation of watershed-based plans consistent with USEPA's "Handbook for Developing Watershed Plans to Restore and Protect Our Waters" [March 2008]. Identify opportunities for better integration and coordination of public and private sector activities in protecting water quality in working lands. Assist with development of guidelines, policies, and procedures for implementation and administration of State Water Board nonpoint source pollution programs.
20%	Assist in the selection, development, and implementation of projects funded with Clean Water Act 319(h) and other sources of funding to support "on-the-ground" projects to implement nonpoint source pollution control. Develop project scope for legal grant agreements; review and score grant proposals; prepare Board meeting agenda packages for grant-related authorizations; provide overall project management of assigned funding applications selected for funding; ensure effective and timely implementation of projects; manage project files; enter data into databases; review progress reports and invoices; provide implementation oversight and post-construction observation.
10%	Perform scientific analyses and modelling such as determination of load reductions to measure program effectiveness and report such information to federal information repositories as required under federal law. Perform or assist with quality assurance/quality control tasks for program data. Update and maintain public information sources such as websites and the statewide Grants Portal.
10%	Participate in field inspections and other outreach activities as necessary to support the goals of the program. Represent the State Water Board at site inspections, conferences and other outreach events, and national coordination meetings. Represent the Water Boards in outreach and engagement efforts, including giving presentations, facilitating meetings and workshops, and conducting Tribal consultations. Conduct community and Tribal outreach and engagement, establish and maintain partnerships, and foster open communication for voices from historically underserved and disadvantaged communities, including conducting outreach and analyses and developing findings consistent with Water Code section 13149.2. Conduct programmatic assessments and identify actions to implement the Water Board's Racial Equity Resolution, Racial Equity Action Plan, Human Right to Water Resolution, and Climate Change Resolution



in integrated water resource management. In cooperation with the Communications Office and the Office of Public Participation develop talking points, presentations, and outreach material for members of the media and the public. Clearly convey complex analyses and concepts to diverse audiences and respond to technical and regulatory questions.

Marginal Functions (Including percentage of time):

5%	Assist in the development of annual and biennial reports for various State and federal agencies and the public required by the Nonpoint Source Program Plan and other legislative mandates.
5%	Coordinate and participate in quarterly Nonpoint Source Roundtable meetings, monthly teleconference calls, and semi-annual sub-grant agreement program roundtable with the Regional Water Boards, Coastal Commission, and USEPA.
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, 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. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, over uneven and possibly steep or wet terrain at project sites, standing/sitting for long periods of time.

Typical Working Conditions:

Ability to use a computer keyboard for several hours each day; completed office tasks that require sitting, standing, and navigating to other locations; attend meetings and conference calls; occasionally visit project sites requiring driving vehicle, traveling up to three or more hours each way and sometimes including early mornings and late nights; occasional overnight travel to reach some meeting or field locations; occasional travel of two or more days per month; may have to work in variable temperature gradients. Must be able to travel independently to inspections sites.

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