

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Senior Engineer, Water Resources		DWR POSITION NUMBER 0102-3261-09x	SAP POSITION NUMBER 50004974	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION Executive/Office of Project Management/Proj Mgmt	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☒ Confidential Related BU: ☐ Rank and File BU: ☐ E48				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Ko-Ching J. Chang	SUPERVISOR'S CLASSIFICATION Supervising Engineer, Water Resources	
APPROVED BY (Personnel Analyst's Name) Tammy Geer			DATE 7/10/2026	
<i>Percent of Time</i>	<i>Activity</i>			
40%	POSITION SUMMARY Under the general direction of the Supervising Engineer, Water Resources, and in close coordination with the Enterprise Project Management team, non-State Water Project programs, and State Water Project (SWP) programs, the Senior Engineer, Water Resources (Specialist) will have overall responsibility for the oversight and development of assigned projects. ESSENTIAL FUNCTIONS This position requires that the incumbent applies civil engineering principles to manage the design, development, and implementation of water resources projects. The incumbent must work cooperatively with others, maintain regular consistent, predictable attendance, and exercise good judgment. The incumbent must be effective and proactive in oral and written communication as well as proficient in Microsoft Office and SAP systems with emphasis on budgeting, cost data retrieval, and effective use of the SAP PPM/RM module. Knowledge of advanced scheduling, project budgeting, and general financial oversight is required. Expertise in program and project management, including matrix management and coordination activities, is also required. This requires the understanding of the Project Management Institute's Project Management Body of Knowledge (PMBOK). The specific duties are: Plan, organize, and lead the implementation of water resources engineering, environmental engineering, and other related projects. Manage all aspects of assigned projects, applying industry standards, principles, guidelines, methods, and techniques using planning, monitoring, and controlling principles and tools. Develop and manage work breakdown structure (WBS) and project plans including information such as project objectives, schedules, cost, and staffing. Determine the resources (time, money, equipment, staffing, etc.) required to complete the project. Forecast and track costs, milestones, and deadlines. Lead and direct cross-functional project teams, which may include environmental scientists, analysts, engineers, regulators, subject matter experts, contractors, vendors, and other interested parties through all phases of the project. Ensure adherence to scope, schedule, budget, and resources to meet the performance objective. Perform risk and issue management tasks, such as risk planning, identification, analysis, risk response,			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Ko-Ching J. Chang		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) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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Vacant		TBD	Executive/Office of Project Management/Proj Mgmt	
Percent of Time	Activity			
(cont.)	monitoring and issue management to develop response strategies to control or reduce risk. Develop and maintain project documents in collaboration with the business lead, project leadership, and the project sponsor. Ensure the successful completion of all project deliverables. Conduct transition planning, project close out documentation, including documenting lessons learned, final risk assessment, and the final project report.			
25%	Ensure successful project interactions through active communication and proactive conflict resolution across potentially large partner groups. Develop and maintain effective working relationships with project team members, subject matter experts, partner organization’s leadership, oversight, and executive sponsors. Communicate project information to executive leadership and project interested parties using clear and concise language to effectively convey complex concepts to non-technical interested parties including developing monthly status reports and ad-hoc project presentations to audiences of all levels. Consult and provide guidance to all levels of project team on project management methodology, standards, tools, and techniques. Participate in project assessments and take into consideration analyses such as cost-benefit or return on investment.			
10%	Review procurement documents (contracts) and develop scopes of work to obtain contractor and/or vendor resources or services, ensuring product deliverables and performance objectives are defined. Participate in the evaluation and selection of contractors and vendor services for projects.			
10%	Implement and integrate specialized project management software use and provide user support on programs such as Microsoft Project, Power BI, Microsoft Planner, SAP Systems, SharePoint, and others as necessary based on program need.			
10%	Provide expertise and advice on the development of project management processes, procedures and techniques within the Department for the successful implementation and operation of water resources engineering projects. Participate in quality assurance peer reviews of project management documentation to ensure that the documents meet the project management methodology standards. Maintain awareness of emerging technologies and new project management techniques. Participate in continuous improvement of Office of Project Management processes, procedures, and methodologies. Keep abreast of changes in industry practices, technology trends, and emerging technology trends.			
5%	Maintain working knowledge of Department-wide practices and initiatives to provide informed project management support to various divisions.			

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	SPECIAL REQUIREMENTS Requires a valid license as a Professional Engineer in the field of Civil Engineering issued by the State of California. The incumbent should have knowledge of PMBOK® (Project Management Body of Knowledge) principles and methods. Must possess a valid California Driver's License. Must be able to communicate effectively with staff, the general public, and policy-level administrators. 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. 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. This position is covered in the Political Reform Act and requires financial disclosure within 30 days of the first and last day physically worked in a covered position and annually by April 1st. OTHER RESPONSIBILITIES 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 Cal OES 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 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.			