

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Chief of Utility Operations, Water Resources		DWR POSITION NUMBER 1900-3208-690	SAP POSITION NUMBER 50003675	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION State Water Project Analysis Office	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☒ M09 Supervisory Related BU: ☐ Confidential Related BU: ☐ Rank and File BU: ☐				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Hong Lin	SUPERVISOR'S CLASSIFICATION CEA	
APPROVED BY (Personnel Analyst's Name) Kimberly Balbuena			DATE 7/8/26	
<i>Percent of Time</i>	<i>Activity</i>			
40%	POSITION SUMMARY Under the general direction of the Deputy Director, Financial Manager of State Water Project (SWP), the SWPAO Manager manages the day-to-day operational functions of the State Water Project Analysis Office. The SWPAO Manager participates in decision making affecting the SWP's financial plans and programs; advises the SWP Deputy Director and Financial Manager on all significant SWP financial matters; and coordinates closely with the Division of Fiscal Services' Manager who represents the Department with the State Treasurer, State Controller, Department of Finance, Legislative Analyst, and the Legislature regarding SWP bond financing matters. ESSENTIAL FUNCTIONS This position requires the incumbent to work cooperatively with others, have excellent managerial skills, and maintain consistent, predictable, and regular attendance. This position is highly visible with significant responsibility, requiring that the incumbent take initiative and make sound decisions; reason logically and creatively; communicate effectively both orally and in writing. The specific essential duties are: Plans, leads, organizes, and directs the day-to-day operational functions of SWPAO and coordinate the work of the SWP Program Management Branch whose staff reflect a variety of disciplines including civil, mechanical, and electrical engineers, hydroelectric power utility engineers, research data analysts, and administrative and clerical classifications. Plans, leads, organizes, and directs the activities related to: (1) SWP cost allocations, (2) SWP water contractor billing and repayment activities, (3) and SWP cost and financial analysis; (4) SWP power planning and data collection activities relating to SWP power cost recovery through the Variable component of the SWP water supply contract billing; (5) coordination of aqueduct turnout activities and special projects with other Offices in the Division of O&M and other Divisions of DWR; (6) coordination of activities with and reporting to the State Water Contractors (SWC) on numerous issues related to water contracts activities and certain SWP operational arrangements; (7) and publication of a comprehensive annual report documenting SWP activities.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Hong Lin		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	State Water Project Analysis Office		
Percent of Time	Activity				
-continued	Manages and directs the day-to-day operations and activities of the State Water Project Analysis Office by providing direction, guidance, and leadership to staff, and establish short- and long-term organizational goals, objectives, policies, and operating procedures. Plans, leads, organizes, and controls the staff and activities through subordinate managers in order to develop and maintain a highly skilled professional staff to meet the Department's mission through: assigning and distributing work, monitoring and evaluating performance, preparing annual A&D reports, determining training needs and approving training requests, implementing the three phases of progressive discipline, verifying and approving employee's attendance and leave requests, interviewing and hiring qualified employees, and understanding employee's rights with regards to labor relations. Approves policy and procedures of the division, recommends policy and billing decisions to Financial Manager, and coordinates with and supports Financial Manager in seeking reimbursements and cost-sharing for SWP. Coordinates with the SWP Contractors' Audit Finance Committee in addressing questions on Statements of Charges, answers questions, and addresses inquiries from the public.				
20%	Advises and makes recommendations to the SWP Deputy Director and Financial Manager on the enterprise risk management of the SWP and to influence and formulate DWR policy on a range of issues associated with SWP water contract, power contract, SWP operations, and SWP financial activities. Participates extensively in meetings with management of the SWP Contractors and with water contractor representatives concerning these issues.				
15%	Oversees SWP reimbursement and cost-sharing ensuring full coverage of the SWP expenditures. Supports Financial Manager and Divisions in pursuing of federal and state grants. Coordinates capital financing plan.				
15%	Collaborates directly with other Offices within the Department including General Counsel's Office, and Division of Fiscal Services on SWP financial management activities to assist the SWP Deputy Director and Financial Manager in continued management of the SWP.				
10%	Coordinates closely with the Managers of Divisions, including the Fiscal Services Manager to advise the SWP Deputy Director and Financial Manager on significant matters impacting SWP cashflow, operations, and investments. Reviews and approves personnel, fiscal, budget, and program control documents for the administrative functions of the Division.				

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	SPECIAL REQUIREMENTS 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. Employee is required to successfully complete all safety training related to the functions of the job. KNOWLEDGE, SKILLS, AND ABILITIES Good verbal and written communication skills; good leadership skills; ability to evaluate and direct technical engineering work; resolve conflicts and urgent situations. Must deal effectively with the public, and demonstrate adaptability to work priority changes based on operational need. FINANCIAL DISCLOSURE 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. 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.			