



Classification: Water Resources Control Engineer
Position Number: 880-240-3846-093

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-240-035	Classification Title: Water Resource Control Engineer	Position Number: 880-240-3846-093
Incumbent Name: Vacant	Working Title: Water Resource Control Engineer	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: R09
Division/Office: Office of Research, Planning, and Performance		Section/Unit: Emergency Management Program
Supervisor's Name: Krystle Taylor		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 (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.

Position Description

The Water Resources Control Engineer (WRCE) provides agency wide oversight, coordination, training, and technical support for the Water Boards' emergency training and preparedness activities, responsiveness during emergency incidents, and roles in recovery from emergency incidents. During and after an emergency incident, the WRCE is focused on threats to water quality from wastewater treatment facilities and stormwater runoff but may support other Water Boards activities as necessary. The incumbent performs complex and sensitive emergency evaluation, consultation and coordination, and works independently and in teams to carry out complex water resource management duties as described below.

Essential Functions (Including percentage of time):



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30%	Coordinate emergency planning and preparedness, response, and recovery activities across Water Boards programs, the California Environmental Protection Agency's (CalEPA) Emergency Response Team and/or Emergency Response Management Committee (ERMaC), other governmental agencies, nonprofit organizations, mutual aid organizations, and other interested parties to support or facilitate emergency management functions. Serve as a technical expert at meetings, workshops, conferences, or public outreach events. Provide technical guidance and expertise to emergency managers regarding wastewater system and/or drinking water system emergency coordination needs. Support EMP team members in a backup or alternate capacity. As Duty Officer, Review California Governor's Office of Emergency Services (Cal OES) State Warning Center spill notifications. Support facilitation of internal workgroup meetings for Regional Water Board Cal OES Spill Response Coordinators. Coordinate, track, and support the needs of Cal OES, CalEPA, and the State and Regional Water Boards during response and recovery for emergency incidents. Track and prioritize resource requests during emergency incidents. Serve as a technical expert and/or Agency Representative in the Incident Command System (ICS) and Standardized Emergency Management System (SEMS). Conduct emergency coordination activities consistent with ICS and SEMS roles and responsibilities.
20%	When State of Emergency Proclamations are issued by the Governor, under the direction of the EMP supervisor, support emergency permitting coordination needs. Additionally, support the Regional Water Boards with on-site consultations to identify BMPs to protect water quality for an emergency incident either in person, remotely, or both, depending on the event and the needs of the Regional Water Board. Support the National Pollutant Discharge Elimination System (NPDES) Programs with consultation and support for wastewater treatment facilities, municipal stormwater programs, industrial stormwater facilities, and/or construction stormwater projects impacted by emergency incidents. External to EMP, serve as a technical resource to guide and support State and Regional Water Board program staff who develop and implement water quality monitoring, assessment, and mitigation plans and projects. Research and prepare supporting materials, and work with interested parties on State and Regional Water Board initiatives related to water policy and planning activities to best prepare for mitigating the impacts of emergency incidents to water quality. Conduct outreach and engagement efforts, including developing and giving presentations and facilitating meetings and workshops. Establish and maintain partnerships and foster open communication for voices from historically underserved and disadvantaged communities, including conducting analyses and developing findings consistent with the California Water Code § 13149.2. Conduct programmatic assessments and identify actions to implement the Water Board's Racial Equity Resolution, Human Right to Water Resolution, and Climate Change Resolution in integrated water resource management. Develop talking points and outreach materials for members of the media and the public, in coordination with the Communications Office, and the Office of Public Engagement, Equity, and Tribal Affairs. Clearly convey complex technical information and concepts to diverse audiences and respond to technical and regulatory questions both verbally and in writing.



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20%	Prepare reports to assess the Water Boards' performance (for example, to protect water quality during and after emergency incidents). Prepare and review informational materials, presentations, and briefings for internal and external emergency meetings, public outreach, and/or social media. Develop and implement processes and procedures to expand information sharing and cross-training of technical experts within the State and Regional Water Boards. Support development and review, and provide ongoing technical support and maintenance, of State and Regional Water Board Emergency Response Plans and the Continuity of Operations Plan. Under direction of the EMP supervisor, support review and propose edits to Cal OES Emergency Response Plans, State Hazard Mitigation Plans, and other emergency management resources. Support coordination of After-Action and Lessons Learned related activities including scheduling and conducting After-Action and Lessons Learned meetings, drafting and finalizing After-Action Reports, and evaluating the Water Boards' response function capabilities to determine gaps. Support development and implementation of processes and procedures to expand training of Water Boards staff regarding emergency response planning and coordination. Develop and facilitate internal training and exercises and inter-agency training and exercises as part of emergency planning and preparedness activities. Under the direction of the EMP supervisor, develop and review policies, procedures, plans, technical documents, guidance materials, and other resources related to emergency response and recovery activities.
15%	Develop and maintain subject matter knowledge on water quality permitting programs within the State and Regional Water Boards with a focus on the NPDES Wastewater, Municipal Stormwater, Construction Stormwater, and Industrial Stormwater Programs. Develop and maintain expertise in BMPs to protect water quality during emergency response and recovery activities, and recommend water quality monitoring needs to support EMP's work to respond to emergencies and develop policies and procedures that integrate with existing programmatic work across the State and Regional Water Boards. In coordination with the Regional Water Boards, conduct field inspections to assess compliance. As assigned, participate in programmatic Roundtable meetings to stay informed on changes to permitting and regulatory programs, implementation challenges, and other information that may be pertinent when conducting annual reviews and updates of emergency management plans, policies, and procedures. Develop and maintain GIS tools and other data management and/or visualization tools to support decision-making and planning.
Marginal Functions (Including percentage of time):	
10%	Develop, maintain, and update internal and external websites, SharePoint sites, and other media used by EMP and the State and Regional Water Boards to support emergency management activities. Acquire and maintain 40-HR HAZWOPER certification, emergency management training and certifications, and other training required for State of California and Water Boards employees.
5%	Perform other duties as required.



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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 30 pounds, bend and reach below knees and above shoulders to retrieve objects. Field work may require occasionally walking on uneven, rugged terrain for extended periods of time throughout the workday and the use of Personal Protection Equipment (PPE) including but not limited to steel toe boots, hard hats, and safety vests. Field work may occasionally require personnel to be outdoors in hot or cold environments, and/or in wet weather for the majority of the shift and may require climbing ladders and stairs. During emergency activations the WRCE may be required to work in the State Operations Center (SOC), State Agency Emergency Operation Center (EOC) or local EOCs or other locations to aid in emergency response and recovery activities. The WRCE must be able to work effectively independently and in teams under stressful, complex, high-stakes conditions; work effectively and cooperatively under pressure; provide verbal and written technical material under very short time frame which impacts public health, safety, and the environment.

Typical Working Conditions:

The incumbent works on the 13th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The base work schedule is Monday through Friday. Travel may be required up to 20% of the time locally and within the state on short notice and may be higher than 20% during active emergency incidents. Mandatory overtime, including evening, holiday, and weekend work, may be necessary when the Water Boards is assigned a Mission Task by Cal OES, or as other emergency coordination needs require. Working conditions may vary considerably from the typical and may include work at the Cal OES SOC, local EOCs, and/or other field work.

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 with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date