

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Supervising Engineer, Water Resources		DWR POSITION NUMBER 4200-3258-591	SAP POSITION NUMBER 50004801	MCR 1
APPOINTEE VACANT		SAP PERSONNEL NO. TBD	DIVISION/SECTION Regional Assistance/Water Resources Engineering	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☒ S09 Confidential Related BU: ☐ Rank and File BU: ☐				
RESPONSIBILITIES EXERCISED ☒ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Radley Ott	SUPERVISOR'S CLASSIFICATION Principal Engineer, Water Resources	
APPROVED BY (Personnel Analyst's Name) S. Meeks			DATE 7/8/26	
<i>Percent of Time</i>	<i>Activity</i>			
40%	POSITION SUMMARY: Under the general direction of the Region Office Manager of the Division of Regional Assistance (Division), Northern Region Office (NRO), the incumbent is the Manager of the Water Resources Engineering Branch. ESSENTIAL FUNCTIONS: This position requires that the incumbent be responsible for the management and supervision of water resource investigations including Engineering Studies, Hydrology, Hydraulics & Flood Management, and Surface Water Investigations. The incumbent serves as an engineering and technical consultant to the NRO staff and assists in making management decisions related to watershed management, flood management coordination, surface water investigation, and engineering designs relating to water resources management issues throughout California. The Branch Manager also serves as Program Manager for the Watermaster Program. The incumbent must work cooperatively with others; maintain consistent, regular, and predictable attendance. The specific essential duties are: Provide management, supervision, overall direction, guidance, and general control of the Water Resources Engineering Branch personnel through the Branch's senior staff. Supervise the preparation of engineering and technical reports describing various studies and investigations leading to management and construction of proposed projects. Recommend policy related to watershed management issues including fish, wildlife, recreation, and environmental aspects of water resources. Provide coordination and local assistance through establishing and maintaining relationships with public water groups, governmental agencies, and Department staff. Plan, lead, organize, and control the staff and activities of the Water Resources Engineering Branch 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			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Radley Ott		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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Supervising Engineer, Water Resources		4200-3258-591	50004801	1
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VACANT		TBD	Regional Assistance/Water Resources Engineering	
Percent of Time	Activity			
	phases of progressive discipline, verifying and approving employee's attendance and leave requests, interviewing and hiring qualified employees, understanding employee's rights with regards to labor relations, and leading by example.			
25%	Supervise the Branch's senior staff to set quality standards and delineate objectives. Review output for conformance to policy. Oversee work force and fiscal requirements, budget, program expenditures, and funding distribution and monitor expenditures in SAP. Approve attendance reports, travel expense claims, training requests, A&D reports, and other personnel documents.			
15%	Identify water-related issues in fourteen counties within the Northern Region and implement a formal procedure to advise the Region Manager of the status of the issues. Implement a procedure to stay current on the issues.			
10%	Meet with the Region Manager and other Branch Managers on a regular basis to coordinate Northern Region's management and workload. Act for the Region Manager during absences. Assist the Region Manager and the other Branch Managers to organize the Region Office and programs to provide a more direct role and visibility for the Office with respect to local water-related issues.			
5%	Direct the Water Resources Engineering Branch staff to maintain the Branch's data and information in format compatible with the Governor's e-government plan. Working through the Branch's Section Managers, maintain current web content of the Branch's data and information on the Northern Region's web site.			
5%	Prepare correspondence and speak to private citizens and State, local, and federal agencies. Review the Branch's correspondence and ensure control letters are answered in a timely manner. Direct the critique of planning studies and environmental impact reports for projects not constructed by the State, but subject to review by the DWR, including reports prepared by the USCE, USBR, USFWS, and other State, federal, and local agencies.			
	All employees are expected to complete time recording documentation, administrative documents to support program purchases, contracts, travel, and meetings by the required deadlines. This documentation should be of such clarity and completeness that it provides the Department and program with defensible information in an audit.			
	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.			

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	SPECIAL REQUIREMENTS: Must possess a valid California driver's license to drive a personal, rental, or State vehicle to meetings, conferences, trainings or project sites. 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. DIVERSITY, EQUITY AND INCLUSION: 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. 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.			