



Classification: Water Resource Control Engineer
Position Number: 880-402-3846-901

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-402-010	Classification Title: Water Resource Control Engineer	Position Number: 880-402-3846-901
Incumbent Name: Vacant	Working Title: Water Resource Control Engineer	Effective Date: TBD
Tenure: Limited Term	Time Base: Full Time	CBID: R09
Division/Office: Division of Drinking Water / TBD		Section/Unit: Technical Operations Section
Supervisor's Name: Randy Barnard		Supervisor's Classification: Supervising Water Resource Control Engineer (Supervisory)

Human Resources Use Only:

HR Analyst Approval: 

Date: 08/11/2026

General Statement

Under the close supervision of a Supervising Water Resources Control Engineer (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 Water Resource Control Engineer (WRCE) is expected to work independently, communicate effectively, and manage multiple tasks. Daily proficient utilization of office equipment and the Microsoft Office Suite is required. The WRCE will maintain consistent and regular attendance, communicate effectively, orally and in writing, in dealing with the public and/or other employees; develop and maintain knowledge and skills related recycled water and regulatory development methodologies; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures regarding attendance, leave, and conduct. Specific responsibilities include:



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Essential Functions (Including percentage of time):

40%	Assist the Senior WRCE in the preparation and completion of the regular rulemaking package for the revision to the Title 22 recycled water regulations. Using engineering knowledge, develop treatment and monitoring criteria for the safe use of recycled water, draft California Environmental Quality Act (CEQA) documentation, create and review the CalEPA scientific peer review package, and develop economic impact analysis. Prepare and complete board hearing and adoption documents, this includes board member briefing notes, public notices, and presentations for requesting board adoption.
30%	Through research and training, provide expertise on nonpotable water treatment technologies, industry standards and practices, national and international research related to technical, scientific, public health, management practices, and practical issues related to reuse of nonpotable water to the regulatory Senior WRCE towards the development of recycled water quality standards.
25%	Communicate effectively with internal and external stakeholders to facilitate pre-rulemaking and rulemaking activities. Prepare materials for and help conduct public workshops. Maintain records of communication from interested parties. Communicate with State Water Resources Control Board (SWRCB) and Regional Water Board staff, Division of Drinking Water (DDW) management, and board members on this work. Identify key issues that may require additional resources or a special effort to fully address. Help ensure that project schedules are met. Keep SWRCB management informed of key issues identified. Help coordinate complex and sensitive work with a wide range of state agencies, organizations, local jurisdictions, stakeholders, and the public for developing fact sheets and other missives on the criteria.

Marginal Functions (Including percentage of time):

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 retrieve and/or move files, documents, or materials of up to 15 pounds.

Typical Working Conditions:

The incumbent works in a state owned or leased facility, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required locally and within the state. Collaboration with DDW staff will require routine in-office participation with various staff.



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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 Name	Employee Signature	Date