



Classification: Senior Water Resource Control
Engineer
Position Number: 880-190-3844-015

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 26-190-016	Classification Title: Senior Water Resource Control Engineer	Position Number: 880-190-3844-015
Incumbent Name: Vacant	Working Title: Compliance Assurance Unit Supervisor	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: S09
Division/Office: California Regional Water Quality Control Board, San Diego Region (9)		Section/Unit: Healthy Waters Branch / Compliance Assurance Unit
Supervisor's Name: Jeremy Haas		Supervisor's Classification: Environmental Program Manager I (Supervisory)

Human Resources Use Only:

HR Analyst Approval: 

Date: 08/14/2026

General Statement

Under the general direction of an Environmental Program Manager I (Supervisory) and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the Senior Water Resource Control Engineer 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 Senior Water Resource Control Engineer (Supervisory) is responsible for supervising the Compliance Assurance Unit and serving as the region's Enforcement Coordinator. The position requires resilience, composure, and sound judgment during moments of public scrutiny, stakeholder disagreement, or elevated conflict. Support is available such as conflict management training, managerial support, and dedicated enforcement attorneys.

Essential Functions (Including percentage of time):

30%	Responsible for the planning, direction, and review of all activities of the San Diego Water Board's multidisciplinary Compliance Assurance Unit. Coordinate various activities within the unit such as preparation of enforcement investigations, documents, inspections, meetings, board item agenda preparation and presentations, and other enforcement-related activities. Manage the waste discharge program for sanitary sewer collection agencies. Ensure all unit
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	activities align with the San Diego Water Board Practical Vision, other stated Water Board priorities, and relevant statutes, plans, and policies, such as the Water Quality Enforcement Policy. Evaluate employee performance and provide employee recognition or initiate preventive, corrective, or disciplinary action as appropriate. Conduct recruitment, on-boarding, and professional development for unit staff. Oversee preparation of timely and complete Board agenda items, technical reports, and other documents; logical, comprehensive, and clear presentations pertaining to the goals, regulations, policies, processes, and activities of enforcement actions; and maintaining records in accordance with the Public Records Act and the Water Boards' record retention schedules. Ensure staff follow the agency's health and safety procedures and participate in health and safety training programs. Ensure staff is following San Diego Water Board general expectations and Compliance Assurance Unit employee expectations.
30%	Provide detailed review of technical investigations, reports, and projects, and serve as staff expert on enforcement goals, regulations, and policies in enforcement and compliance assurance matters for all San Diego Water Board programs. Evaluate cases of water quality degradation and pollution or nuisance conditions and make recommendations for potential enforcement actions. Provide guidance and technical review for all formal enforcement work of San Diego Water Board staff and surrogates. Coordinate and consult on prosecution teams. Triage and track complaints and referrals from the public and other agencies to ensure timely and appropriate responses from Board staff consistent with enforcement policies, goals, and resources. Develop and maintain effective working relationships with local, State, and federal public agencies involved in water quality enforcement, including participation on task forces, roundtables, etc.
25%	Develop, implement, and evaluate regional enforcement program workplans. Contribute to annual regional operational plans and statewide program workplans. Review and provide recommendations and comments on enforcement and compliance targets in annual State Water Board performance plans. Coordinate and facilitate monthly meetings of the San Diego Water Board Compliance Oversight Group and periodic meetings of the Prosecution and Advisory Teams. Prepare enforcement and sanitary sewer collection program status, progress, and performance reports. Review, provide recommendations, and comment on proposed State guidance and other statewide documents affecting compliance and enforcement. Identify program challenges and potential solutions to efficient and effective compliance assurance and enforcement activities. Coordinate as needed with program supervisors and managers at each Regional Board and State Water Board office. Represent the San Diego Water Board at Water Board roundtables and program manager meetings.
10%	Participate and communicate effectively in teleconference, audiovisual, and face-to face meetings with technical consultants, dischargers, attorneys, governmental agencies, news media, and the public in the San Diego Water Board office and other locations. Use professional knowledge and judgment to clarify and interpret San Diego Water Board policy and objectives to unit staff, San Diego Water Board staff, Regional Board Members, dischargers, and the public. Represent the San Diego Regional Board before other boards,



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	agencies, and groups in a professional manner. Prepare and assist staff with preparing and delivering logical, comprehensible, and convincing written and oral presentations at public hearings and other meetings of the San Diego Water Board, State Water Board, and other local, State, and federal agencies. Answer a variety of inquiries in informal face-to face meetings in the San Diego Water Board office during drop-in visits by the public and regulated community. Perform field inspections.
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Marginal Functions (Including percentage of time):	
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5%	Perform other duties as required.
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Typical Physical Conditions/Demands:	
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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. This job also requires retrieval and carrying of documents, and/or files of up to 15 pounds. The job requires field inspections and tours and the ability to navigate uneven, rugged terrain for extended periods of time in extreme temperatures throughout the workday. The job also requires the ability to transport field equipment. The job includes performing field inspections at sites where toxic and hazardous materials may be stored or discharged.	
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Typical Working Conditions:	
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Working situations include periodic exposure to emotionally charged situations, including interactions with individuals who may be distressed, adversarial, or openly hostile about enforcement action; frequent engagement in negotiations with regulated parties who may dispute Water Board findings, resist compliance with enforcement orders, or challenge staff decisions; high-pressure workload cycles, particularly when cases require urgent action, complex technical coordination, or accelerated regulatory timelines; responsibility for guiding staff during crises, including emergency spills, pollution events, or other urgent matters requiring immediate enforcement attention.	
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The Senior Water Resource Control Engineer (Supervisory) works on the 2nd floor of an office building in the Mission Valley area of San Diego in an enclosed office cubicle, in a smoke-free environment. The work schedule is Monday through Friday. Alternate work schedules and telework may be available following a probationary period based on the operational needs of the San Diego Water Board. In-person attendance is required at the San Diego Water Board office. Local and statewide travel may be required, including overnight travel.	
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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 with a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date