



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Colorado River Board	Principal Engineer, WR	036-001-3255-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Research and Technical Support Unit	Principal Engineer	M09
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Research and Technical Support Unit	770 Fairmont Avenue, Suite 100, Glendale, CA 91203-1068	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Deputy Director
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the general direction of the Executive Director and Deputy Director, the Principal Engineer plans, leads, organizes and directs the work of the Research and Technical Support Unit in the study and evaluation of Colorado River water and power resources as they pertain to California's interests and the evaluation and/or development of Colorado River water resources projects. Organizes and assists in the management of the office's administrative, engineering and technical program efforts. Represents the State of California in meetings. Performs high-level administrative, managerial, technical, and policy-influencing functions to support the Board's mission. Develops and manages highly-skilled technical staff and maintains technical expertise in the various Colorado River operational and environmental programs. Provides guidance to administrative and technical staff on preparation of budgets, project and contract management. Coordinates with agencies to prepare written and oral testimony, reports to legislative committees, regulatory boards, and others. Communicate effectively, both orally and written. Presents on policy-level and technical issues and program updates at Board meetings. Promotes and supports a customer service environment to meet the needs of the Board members and agency representatives. Must be able to travel regularly throughout the Colorado River Basin and other locations, sometimes with little advance notice, as needed to represent the Board. Must exercise good judgment, maintain consistent attendance, and work collaboratively and cooperatively with Board staff, staff from California agencies, and other entities.		
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.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	Plans, organizes and directs the work of engineering staff in the production of detailed studies relating to Colorado River water quantity, water quality, water supply, development and utilization of water resources, and operations and management, to ensure that California's rights and interests in the water and power resources of Colorado River water are protected and managed appropriately. Applies accepted hydraulic engineering and hydrologic practices and other principles. Utilizes and oversees the use of hydrologic models. Directs members of the	

	engineering staff in preparation of data and documents for Board meetings, including meeting minutes, Board memos, power-point presentation slides, and posting documents on the Board's website.
30%	Assists in the interpretation, utilization and formulation of local, state and federal procedures, policies and legislation to ensure the protection of California's rights and interests in Colorado River water, by presenting technical and policy-level research in meetings and negotiations utilizing accepted hydraulic engineering and hydrologic principles, and negotiation and communication skills. Reviews and evaluates federal, state, local, and tribal reports and documents to determine potential impact of current or proposed policies and/or projects upon California's rights and interests in Colorado River water resources utilizing hydraulic engineering, hydrologic, policy level practices and other principles.
15%	Develops and administers CRB policy and guidance associated with the ongoing implementation of the Colorado River Basin Salinity Control Program. Oversees engineering staff contributions in Colorado River Basin Salinity Control Forum Work Group (Work Group). Attends Colorado River Basin Salinity Control Forum, Work Group, and Colorado River Basin Salinity Control Advisory Council meetings as necessary.
10%	As the Chief Information Officer (CIO), manages, coordinates and oversees ongoing program areas according to state policies and procedures. Manages the Board's website to ensure accurate information adheres to State guidelines, including State accessibility standards. Implements appropriate information technology (IT) standards to ensure applicable state mandated IT status reports, maintenance of staff workstation software, hardware, and technical IT training for staff IT needs.
10%	Oversees the processing (review of application, presentation to Board for approval, submission of recommendation to the U.S. Bureau of Reclamation, completion of subcontracting with the City of Needles) of Lower Colorado River Water Supply applications to ensure use of proper procedures, utilizing pertinent state and federal regulations, policy and law. As needed, serves on technical committees, work groups, task forces, forums or panels. Organizes and manages tours for member agencies, basin states and other representatives. Perform duties as needed to help manage the day-to-day operations of the Board. In conjunction with the management team, in the Deputy Director's absence, assumes fulfillment of the Deputy Director's role in order to maintain management authority in all Colorado River Board matters, utilizing accepted management principles.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
Travel is required approximately 14% of the time, which may equate to approximately 3 days per month including in-state and out-of-state overnight. Standing, walking, lighting, lifting, sitting, bending, and stooping. Office environment.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
☒ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☐ Not Telework Eligible	
SPECIAL REQUIREMENTS:	
Possession of a valid Class C Driver's License is required.	

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

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 (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE