

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Senior Engineer, Water Resources (Specialist)		DWR POSITION NUMBER 1492-3261-008	SAP POSITION NUMBER 50104177	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DFO/CARAS	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☒ E48 Confidential Related BU: ☐ Rank and File BU: ☐				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Anntonette Duncan	SUPERVISOR'S CLASSIFICATION Supervising Engineer, Water Resources	
APPROVED BY (Personnel Analyst's Name) Sydney Mecke			DATE 07/10/2026	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under general direction of the Supervising Engineer, Water Resources (WR), the incumbent serves as a Senior Engineer, Water Resources (Specialist) in the Community Assistance and Risk Awareness Section (CARAS). Section 6700 of the California Water Code (CWC) creates a new program within DWR for the purpose of providing state funding for repairs, rehabilitation, enhancements, and other dam safety projects at existing state jurisdictional dams and associated facilities that were in service prior to January 1, 2023. The incumbent works to carry out the implementation and administration of the Dam Safety and Climate Resilience (DSCR) program and represents the state by managing the Federal Emergency Management Agency (FEMA) High Hazard Potential Dam (HHDP) program and assist with other CARAS programs. This position is responsible for leading and organizing activities for the success of their assigned projects working across the Department of Water Resources (DWR) with various engineers and program managers and working with local agency project managers and analysts. This position must analyze data and present ideas and information effectively, verbally, and in writing, build and maintain the confidence and cooperation of DWR staff and outside agency staff.			
	ESSENTIAL FUNCTIONS This position requires the incumbent to act independently to achieve objectives related to the DSCR and HHDP grant programs. Use technical, analytical, fiscal, and negotiating skills to carry out the work of CARAS. Maintain regular, consistent, and predictable attendance, possess good oral and written communication skills, and exercise initiative and good judgment. Travel will be necessary. The specific essential functions are, but are not limited to, the following:			
40%	Manage multiple funding agreements and/or authorized projects executed by local, State, or federal agencies for feasibility studies or evaluations, flood risk reduction projects, ecosystem enhancement projects, real estate acquisition and utility relocations associated with these projects. Administer elements and work assignments of the DSCR program through planning, organizing,			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Anntonette Duncan		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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	and leading the execution and maintenance of funding agreements, assist with preparing Budget Change Proposals, Concept and Discussion Papers, and other documentation for fiscal management; implement and deliver program objectives and goals to provide State assistance to local dam owners for dam safety enhancement and repair projects. Develop regulations/guidelines and proposal solicitation package (PSP), and lead discussion meeting with matrix staff with DWR subject matter experts to provide input and review of the program regulations/guidelines and PSP. The incumbent will also receive engineering and technical directions from the Supervising Engineer, WR to establish project scoring criteria that meet the legal intent of the program and provide fairness to all possible applicants and the public. The incumbent will ensure the program projects align with the CWC and the program priorities: 1) protection of public safety, 2) restoration of water storage, 3) flood risk reduction, 4) enhancement of water supply reliability, 5) enhancement, protection, or restorations of habitat for fish and wildlife, and 6) the protection of water quality.			
30%	Act as a representative of the State to administer, oversee, and carry out all elements and work assignments of the HHPD program, including comprehensive contract management. Lead the procurement, administration, and oversight of consultant, engineering, and technical support contracts. This includes developing scopes of work, managing contract amendments, tracking budget and schedules, reviewing invoices and deliverables, and ensuring timely contract execution and closeout. Monitor federal and FEMA changes to national dam safety policy and notice of funding opportunities (NOFO) for the HHPD program. This includes organizing and utilizing matrix management with DWR subject matter experts to review NOFO. The incumbent will also provide staff with engineering and technical directions and work with FEMA and/or the United States Army Corps of Engineers to establish and utilize advanced engineering tools for project scoring criteria. The incumbent will ensure the program projects align with federal regulations. Matrix manage a diverse team for project prioritizing and ranking that will include addressing complex engineering safety related dam deficiencies to align with NOFO. Review project scopes of work, construction schedules and budgets, and environmental analysis reports. Maintain and manage relationships with dam owners statewide and attend and host public meetings to assist dam owners with successful grant applications.			
15%	Represent DWR for the State as a Community (SAAC) at meetings and conferences to promote and share information on the SAAC program promoting floodplain management.			
10%	Support the CARAS manager and other CARAS staff responsible for informing communities of their flood risks and in the development of hazard mitigation strategies to reduce flood risks that can be using local multi-hazard mitigation plans, community floodplain management plans, or others. Assess and document numerical modeling studies to identify strategies for reducing State flood risk. Promulgate and/or review regulations, CWC, policies, and environmental analysis related to statewide flood risk reduction. Attend public meetings to obtain input on flood risks and modify tasks when required to incorporation new information or changing risks.			

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5%	Provide technical assistance to State and federal agencies and to California communities to ensure compliance with requirements of the federal National Flood Insurance Program, the State Cobey-Alquist Act, and the Governor’s Executive Order B-39-77. Function as a State representative on the Federal Interagency Flood Hazard Mitigation Team when it is activated by a Presidential declaration; meet with other State agency representatives to encourage compliance with the State Hazard Mitigation Plan; and provide communities with information on preparations of pre- and post-flood hazard mitigations plans and grants. Align partnering agencies, programs, and projects including coordination with federal agencies, local implementing agencies, regulatory agencies, local land use agencies, and water management agencies. Consider the responsibilities and authorities of the partnering agencies during implementation of programs. This may require driving a vehicle on public roadways to attend meetings. OTHER RESPONSIBILITIES This position provides necessary support to the Division of Flood Operations, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during Governor proclaimed emergencies, flood, dam, State Water Project, 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 field work to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections 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. A valid California’s driver’s license as the work may require driving a vehicle on public roadways or in field on uneven terrain to participate in on-site field investigations or at stakeholder involvement, public outreach, or similar meetings. All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and predictable, 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.				