

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Supervising Engineer, Water Resources (Specialist)		DWR POSITION NUMBER 3101-3258-990	SAP POSITION NUMBER 50105813	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DOE/Office of the Division Manager	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☒ Confidential Related BU: ☐ Rank and File BU: ☐ E48				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Dale Brown	SUPERVISOR'S CLASSIFICATION CEA	
APPROVED BY (Personnel Analyst's Name) Estevez Contreras			DATE 09/09/2026	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under general direction of the Division of Engineering (DOE) Manager, the incumbent provides assistance to the Manager and supports all DOE Branch Managers by leading activities related to Division management and enhancement of Division-wide processes. As a Permanent Intermittent position, the incumbent will work less than 1,500 hours per year which is approximately 4 days per week on average.			
	ESSENTIAL FUNCTIONS This position requires that the incumbent maintain rapport with those encountered in the workplace; maintain regular, consistent, and predictable attendance; and exercise sound judgment. The incumbent must be familiar with all DOE functions, procedures and processes, and knowledgeable of Public Contract Code State Contract Act provisions.			
30%	Prepare, revise, maintain, and coordinate DOE's Divisional Guidelines. Prepare draft guidelines and coordinate with Branch Managers to obtain consensus prior to finalization for the Division. Serve as the manager where all users can voice concerns or improvements to be incorporated. Vet those suggestions to identify and propose modifications to Divisional guidelines. Track the existing set of Divisional guidelines for required adjustments and update as required. Coordinate revisions of procedures with Division Manager, Assistant Division Managers, DOE Branch Managers, and other supervisors.			
25%	Prepare presentation materials for Division Manager to present at Annual DOE Managers Meeting, Annual DOE All-Hands Meeting, Monthly Manager Meetings, State Water Contractor Meetings, Annual DOE presentation for California Water Commission, and Division-wide on boarding efforts. Collaborate with DOE Managers to collect the required details, sort information into a concise format, and generate graphics that efficiently communicate the complex topics in an engaging format. Review engineering reports, studies, presentations, and work plans and makes revisions. Makes presentations on behalf of the DOE manager to DWR internal and external partners.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Dale Brown		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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20%	Prepare documents for distribution and presentation to DOE. This position serves as the primary author of the annual DOE Succession Plan, requiring close coordination with the Administrative Services Branch (ASB) and support from the other Branches in DOE. Provides technical consultation to ASB in the preparation of the DOE Security Plan and Emergency Response Plans. This position will be responsible to present updates regarding these plans to DOE Managers on an annual basis.				
20%	Participate and lead project teams with DOE staff and staff from other Divisions/Offices. Review, comment on, and track work activities related to the DOE website and Sharepoint site, Branch focused websites and Sharepoint sites, external communication portals, and DOE goals identified annually in the Managers Meeting. Review and comment on DOE's portion of the Bulletin 132 narrative prior to submittal to the State Water Project Analysis Office (SWPAO). Attend meetings on behalf of the DOE Manager and represent the manager at those meetings. Attend such meetings off site, which will require driving while on State business.				
5%	Act as DOE's contact on review of proposed senate and assembly bills related to design and construction practices, contracting, professional licenses, prevailing wages, labor compliance, and all other legislation associated with DOE's mission. Prepare the bill analysis when requested by DWR's Legislative Affairs Office (LAO). Contact impacted DOE managers and supervisors and request their analysis. Arrange meeting(s) with appropriate DOE reviewers and Office of the Manager Counsel to discuss analysis, and review and provide input on analyses, compile and transmit to DWR's LAO.				

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	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 CalOES 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. SPECIAL REQUIREMENTS This position requires possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. Must possess a valid California driver's license when conducting State business that requires driving a vehicle. May be required to travel on public roadways including traveling to remote areas. Travel on short notice and overnight lodging will be required on some trips. 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. 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.			