

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Principal Engineer, Water Resources		DWR POSITION NUMBER 7001-3255-690	SAP POSITION NUMBER 50003213	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO.	DIVISION/SECTION Regional Assistance/SCRO/Office of Region Mgr	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☒ M09 Supervisory Related BU: ☐ Confidential Related BU: ☐ Rank and File BU: ☐				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Arthur Hinojosa		SUPERVISOR'S CLASSIFICATION CEA
APPROVED BY (Personnel Analyst's Name) Sydney Mecke				DATE 9/10/26
<i>Percent of Time</i>	<i>Activity</i>			
30%	POSITION SUMMARY Under the general direction of the Manager of the Division of Regional Assistance (DRA), serves as Manager for the South Central Region Office (SCRO) in managing, leading, planning, directing and organizing the Office's administrative, engineering, scientific, technical, and community engagement efforts. Represent the Director and the Department in all matters under the Department's jurisdiction within the Northern Region. Act upon the Business Resumption Plan, the Emergency Response Plan, and Strategic Business Plan, and all applicable safety plans and practices as needed. ESSENTIAL FUNCTIONS This position requires the incumbent to perform high-level administrative and policy-influencing functions effectively. Such overall ability requires possession of: (1) ability to engage regional partners and stakeholders, build trust with all interested parties, and advocate for program needs; (2) ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; (3) knowledge of California water management and water policy issues; and (4) knowledge of the organization and functions of California State Government including the organization and practices of the Legislative and the Executive Branch. The Region Office Manager provides high-level administrative leadership and supports the DRA Manager vision. The incumbent must exercise competent independent judgment and take effective action, establish and maintain cooperative relations with other agencies, work cooperatively with others, maintain consistent and regular attendance, and keep a flexible work schedule. The incumbent's specific duties include: Management and Administration: Coordinate development, monitoring, and management of Branch program budget, including developing Budget Change Proposals. Monitor expenditure of funds and coordinate fund extension and re-appropriation requests, as necessary. Oversee contracting processes (internal and external) and assure transparent and timely accountability of Office expenses to program managers. Serve as final approving authority in the Office on major purchases, contracts, and implementation policies and procedures. Manage and supervise the SCRO in order to develop and maintain a highly skilled professional staff to meet the Department's			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Arthur Hinojosa		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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30% cont'd	mission through: assigning and distributing work, monitoring and evaluating performance, implementing the Department's Human Resources policies and procedures, preparing annual Appraisal & Development reports, determining training needs and approving training requests, ensuring effective discipline, verifying and approving employee's attendance and leave requests, interviewing and hiring qualified employees, understanding employee's rights with regards to labor relations, and leading by example. Serve as chairperson for any hiring processes including recruitment and interviews and assert the final authority in the Office to approve hires. Ensure the Region Office embraces and promotes diversity, equity, and inclusion in all aspects of program delivery and Office activities. Identify and document Office accomplishments. Ensure the Region Office adheres to and supports all Department administrative obligations and reports. Oversee tracking and completing all Office outgoing correspondence, including items on behalf of the Governor's Office, the Director or his Deputies, and the Division Manager. Review and assure all Office reports are accurate and complete.			
20%	Resource Planning and Program Execution: Support development and updates of strategic plans, program implementation plans, and long-term workforce and budget plans. Provide oversight of project plans and schedules and ensure staff adheres to meeting the program delivery plans. Assure all programs and staff adhere to codes of safe work practices. Advocate for improvements to safety and support efforts to develop and maintain a world class safety program. Exercise engineering judgment and administer all manner of technical assistance in support of State sponsored regional efforts that may include detailed planning studies relating to the sustainability of water; taking and collecting ground and surface water measurements, land use surveys, GIS mapping, performing water budget studies in the Region; making water quality investigations; cooperating with local agencies in water management related activities including watermaster services; supervising construction in connection with water supply, flood control, habitat restoration, and other related activities; maintaining records on ground water, flood conditions, and water quality; studying the causes of floods and recommending control measures.			
20%	Coordination and Communication: Conduct effective outreach and engagement including public meetings and workshops throughout the Region to interested parties, potential grant recipients, and other beneficiaries of DWR regional assistance. Represent the Division on a wide variety of water resource related matters including flood and drought conditions, groundwater management, ecosystem restoration, and IRWM and watershed resilience planning. Participate in task forces, advisory committees, special meetings, public workshops and meetings; including representing DWR on Klamath River Compact Commission. Coordinate with the Region Offices, other Department programs, and other State agencies and ensure that technical support is provided for these programs and to discuss policies and program goals and objectives. Use tact to answer difficult and complex questions from the public. Advise DWR management on program progress. Provide technical expertise and content for inclusion into Department documents and publications. Compile and analyze project completion and performance data. Write clear and concise letters, memorandum, and complex technical correspondences. Oversee the preparation of technical publications, program informational materials, and other written and graphic products. Help prepare testimony and reports to legislative committees, regulatory Boards, commissions, and the			

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20% cont'd	press. Develop reports documenting the water resources management benefits and improvements that result from the Office's programs and projects.				
15%	Interaction and Alignment: Ensure alignment and coordination of Office activities among numerous Department partners, including DRA HQ and DWR's Divisions of Planning, Operations and Maintenance, and Flood Management. Provide administrative support to the Division Manager through interaction with other Branches, Regional Offices, and related programs in other Divisions. Work to ensure the alignment of partnering agencies' related programs and projects--especially regarding support for regional sustainability. Represent the Department at various meetings, hearings, conferences, and public meetings and act for the Division Manager as required. Serve as liaison with other State and local and federal agencies including Counties Public Works, OES, and Planning units; local Joint Powers Authorities; water districts; California Office of Emergency Services (CalOES); and U.S. Army Corps of Engineers. Directly work on sensitive water management issues when local, State, or federal elected officials become involved. Interpret local interests and needs to the Department to assure effective development of statewide plans, programs, and policies. This may require driving a vehicle on public roadways.				
15%	Finance and Governance: Provide high-level administrative leadership to progress work through the alignment of funding across the various administering programs. Supervise preparation of budget and control documents for the Region Office. Supervise and monitor staff in the development of budgets, staffing, contracts, projects, and reports. Ensure regular budget tracking and reporting to Division management, the Budget Office, and funding partners.				
	SPECIAL REQUIREMENTS				
	Must possess a valid California Driver's License. Must be able to travel throughout the Region, to headquarters in Sacramento, and to other venues as necessary to represent the Region, Division, or Department with little or no advanced warning and requiring overnight lodging on short notice. This position may require travel to facilities via air travel or other means of transportation; driving a pick-up truck or other vehicle off road on rugged or uneven terrain to and from sites; including possible transportation of trailer-based equipment, along with traversing rugged or uneven terrain, embankments, tunnels, pipes, around swift moving waterways, other enclosed areas and in adverse weather conditions. Require working in offices with artificial lighting and varying temperatures. Using various types of software including Power Point, Word, Excel, Access, and Outlook, including maintaining a visible calendar and prepare reports and presentations.				
	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.				
	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.				

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	FINANCIAL DISCLOSURE REQUIREMENT 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. OTHER RESPONSIBILITIES As needed, serve on committees, task forces, or panels in support of general DWR business needs or for technical forums. 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 Cal OES 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.						