

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Senior Engineer, Water Resources		DWR POSITION NUMBER 1920-3261-503	SAP POSITION NUMBER 50001499	MCR I
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION SWPAO/Billing Support Unit	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☒ S09 Confidential Related BU: ☐ Rank and File BU: ☐				
RESPONSIBILITIES EXERCISED ☒ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) David Barth	SUPERVISOR'S CLASSIFICATION Supervising Engineer, Water Resources	
APPROVED BY (Personnel Analyst's Name) Sydney Mecke			DATE 09/21/26	
<i>Percent of Time</i>	<i>Activity</i>			
45%	POSITION SUMMARY Under the general direction of the SWP Cost Recovery Section Manager the Senior Engineer, Water Resources serves as the Unit Manager supervising a multi-discipline team. The Unit Manager will plan, organize, and supervise the Billing Support (BS) Unit's engineering analysis work activities and participate in the preparation of solutions and recommendations to resolve complex and ongoing billing disputes from the State Water Project Water Contractors (SWPCs) under Article 29 of the Long-Term Water Supply Contracts. The Unit Manager will work directly with SWP (State Water Project) divisions, Fiscal Services, State Water Contractors (SWCs) and auditors to determine recommendations and implement solutions to disputed billing items. ESSENTIAL FUNCTIONS This position requires the incumbent to possess sound technical engineering skills and judgment, good supervisory skills, team-focused collaboration to accomplish goals, have effective communication skills in preparing presentations and written reports and verbal skills for direct communication with concerned parties. Must be proficient in using the Department's SAP systems including: PR5 and CAB; systems of record for budgeting, time entry, and cost allocation methodologies of the SWP billing system. Proficient in Microsoft Excel with ability to train and teach in the effective data analysis methods. Communicate and coordinate effectively with others within the department, external auditors, the SWCs and their representatives. Provide guidance, direction and training to staff to assist in engineering analysis to prepare solutions and recommendations to for disputed billing of the Statements of Charges. Plan and organize the Unit's work activities; including a timeline and priority of audit findings to be resolved based on need, financial impacts and legal complexity. As required, organize and coordinate meetings with DWR and SWPCs staff to present, discuss, negotiate, to develop alternatives and solutions to SWC's billing disputes. Attend working sessions and meetings with SWPCs auditors to present status reports, alternatives and recommendations along with supporting material. Utilize MS Office Suite, such as Excel, Word, PowerPoint, and Analysis for Office (SAP), and DWR enterprise-wide SAP systems, PR5 and CAB. Provide prompt responses to inquiries			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) David Barth		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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CLASSIFICATION		DWR POSITION NUMBER		SAP POSITION NUMBER	MCR
Senior Engineer, Water Resources		1920-3261-503		50001499	I
APPOINTEE		SAP PERSONNEL NO.	DIVISION/SECTION		
Vacant		TBD	SWPAO/Billing Support Unit		
Percent of Time	Activity				
30%	from contractors and their auditors or representatives as needed. The BS Manager also plans, leads, organizes, and controls the staff and activities of the Unit in order to develop and maintain a highly skilled professional staff to meet the Department's mission through: assigning and distributing work, monitoring and evaluating performance, preparing annual Appraisal and Development reports, implementing the three phases of progressive discipline, determining training needs and approving training requests, 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. This may require driving a vehicle on public roadways to attend meetings or to visit field locations.				
20%	Supervise the unit staff to ensure timely and effective preparation of technical engineering analysis and recommendations to support any contract billing disputes and audit findings. Review and contribute to the preparation of materials used to present alternatives in negotiation meetings. Due to the complexity of the SWP cost allocation and cost recovery processes, it is essential that tables, charts and text be concise, well-organized, and easily understood by others. Supporting documentation should clearly depict financial and operational impacts for alternatives being considered. Prepare decision memorandums that include details of the initial protest, possible alternatives, recommendations and resolutions.				
5%	Provide staff with guidance and support on Water Code and water supply contract language interpretations and limitations. Train staff and others on the SWP cost recovery methodologies, allocation processes and how they relate to contractor charges. Prepare and plan the section's budget, approve staff time, and monitor expenditures monthly. SPECIAL REQUIREMENTS Travel may be required. Must possess a valid California driver's license with a good driving record to attend meetings and/or training. 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.				