

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Senior Engineer, Water Resources		DWR POSITION NUMBER 1960-3261-500	SAP POSITION NUMBER 50001507	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION SWPAO/System 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) Greg Clawson	SUPERVISOR'S CLASSIFICATION Supervising HEPUE	
APPROVED BY (Personnel Analyst's Name) Sydney Mecke			DATE 10/06/2026	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under the general direction of the Section Manager the incumbent is responsible for the supervision of staff, providing project management and technical and functional assistance supporting the Department of Water Resources (DWR) Portfolio-Project Management and Resources Management (PPM/RM) planning and SAP Cost and Billing (CAB) system operations and maintenance. This includes the Business Intelligence/Cross-Modular Reporting (BI/CMR) tools and assistance in consultant contract management. Supporting tasks include maintaining and creating training end-user materials, system testing procedures and best practices, master and interface data validation and maintenance, enhancements and defect log tracking, system documentation, and meeting coordination for each system Business Manager. ESSENTIAL FUNCTIONS This position requires the incumbent to effectively plan, lead, organize, and control the staff and activities of the unit thereby establishing and sustaining staff professionalism and expertise to carry out the Department's mission. The incumbent must possess a strong understanding of technical and engineering concepts and the functions and structure of DWR's SAP business systems including PR5, PPM/RM, CAB, and BI/CMR. The incumbent must have knowledge and experience in project and program planning, cost estimations and allocations, and reporting activities with DWR's SAP systems. The incumbent must understand management of the State Water Project (SWP) and analysis of financing construction and operations and maintenance activities. An understanding of the SWP program control processes and associated master data is required. The incumbent is required to possess excellent verbal and written communication skills, and establish and maintain cooperative relations with DWR executives, divisions, and offices supporting the SAP system projects and activities. The incumbent must maintain regular, consistent, and predictable attendance, as well as possess strong research, organization, project management, analytical skills and exercise good judgment. The specific essential duties are, but not limited to, the following:			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Greg Clawson		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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Senior Engineer, Water Resources		1960-3261-500		50001507	1
APPOINTEE		SAP PERSONNEL NO.	DIVISION/SECTION		
Vacant		TBD	SWPAO/System Support Unit		
Percent of Time	Activity				
30%	Initiate and oversee projects and studies that support, plan, manage, lead, and coordinate the financial engineering activities associated with developing, enhancing, maintaining and operating the SWPAO Systems (PPM/RM, CAB, and BI/CMR), including DWR staff and hired consultants. Meet with various levels of DWR's staff, including Division Managers, Business Managers, and Subject Matter Experts from SWP Divisions and non-SWP Divisions for the design, development, programming, testing, and implementation of SWPAO Systems enhancements and defect resolution. The position must effectively support the project scope, schedule, and budget for the maintenance and operations activities phases of system implementations including administrative tasks such as attending meetings, providing end-user assistance, and negotiating, preparing and managing consultant contracts.				
20%	Impart engineering expertise based on the operations of the State Water Project to lead the management and integration of the SWP planning processes and supporting tools involving SWPAO Systems, providing administrative direction and ensuring the sustainability of SWP financial management. Collaborate with the Division of Technology Services, Division of Fiscal Services, and other SWP Divisions to define the functional business requirements and develop and implement system design changes to support the evolving processes and procedures that strengthen the SWP's internal controls and improve the accuracy of SWP billing. Assist in making policy or process recommendations to the SWP Planning and Cost Branch Manager regarding changes in specifications to the SWP planning processes and practices to enhance the transparency and reporting of SWP expenditures for the Department, SWP Water Contractors, and stakeholders, and ensure the SAP suite of tools supports updated processes. As required, act as a departmental representative on DWR projects and processes necessary for the maintenance and enhancements of the PPM/RM system. This may require to drive a vehicle on public roadways to attend meetings or to visit field locations.				
20%	Develop and maintain a highly skilled professional staff to meet the Department's mission through assigning and distributing work, monitoring and evaluating performance, and performing supervisory functions related to personnel actions such as interviewing and hiring new employees; meeting DWR Equal Employment Opportunity goals and objectives; verifying and approving staff's attendance and leave requests; determining staff's training needs and approving training requests; implementing necessary progressive discipline; and preparing annual Appraisal and Development (A&D) reports.				
15%	Manage and direct the organizational change the SWPAO Systems enhancements will have on all affected SWP and non-SWP Divisions and offices by collaborating with the Financial Management Enhancements Program's Organizational Change Management and Training Team to prepare presentations and documentation outlining design changes, communications to stakeholders and end-users, and training including training materials and desktop procedures/aids. Incorporate organizational change management as the SWP digital transformation plan is implemented. Ensure existing SWPAO Systems training material is maintained and a sustained training plan is implemented.				

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<i>Percent of Time</i>	<i>Activity</i>			
10%	Conduct studies of the economics of the water development projects planned in the PPM/RM system. Work cooperatively with various Division Program Control Offices to ensure quality assurance and quality control of the Departments PPM/RM system. Including maintaining security roles, authorizing users, running reports/investigations in both SAP and PPM/RM to audit and verify master data integration between the systems.			
5%	Initiate, plan, implement, and maintain progress on special projects and investigations arising from disputes or feedback from the SWP contractors. These activities include working as an expert with the DWR staff, SWP contractors staff and consultants to negotiate agreements and develop solutions for implementation. Provide recommendations on operations, infrastructure and other objectives for consideration by DWR management. SPECIAL REQUIREMENTS 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. This position is office-centered which means the incumbent works more than fifty percent of their time monthly in the office. Must possess a valid California driver's license with a good driving record in case the individual is required to drive a vehicle on public roadways to attend meetings or to visit field locations.			