JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Engineer, Water Resources	**1920-3137-005**	**50001822**	**I**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**SWPAO/Billing Support Unit**

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☐	☐	☐	☑ **9**

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	**Vacant**	**Senior Engineer, Water Resources**

APPROVED BY (Personnel Analyst's Name)	DATE
Sydney Mecke	**10/29/26**

Percent of Time	*Activity*
	POSITION SUMMARY **Under the direction of the Manager of the Billing Support Unit in the State Water Project Analysis Office, work on engineering analysis and participate in preparing resolutions and recommendations to billing disputes from the State Water Project Contractors.**
	ESSENTIAL FUNCTIONS **This position requires the incumbent to have consistent and reliable work habits, possess analytical skills, work collaboratively and cooperatively with others, and have effective communication skills for presentations and written reports. Must be proficient in using the Department's enterprise-wide SAP systems and Microsoft Excel. Must work well with others; Department staff, water contractors' staff, and their representatives.**
35%	**Perform engineering studies related to State Water Project (SWP) project facilities, their associated costs, and corresponding allocations to contractors. Evaluate project and program funding criteria and distribution factors used in allocating costs to contractors, as they relate to audit findings. Ensure that SWP allocation processes represent an equitable method of cost allocation among contractors compared to the direct benefit. Evaluating and proposing master data changes between the financial system of record and the cost allocation system.**
25%	**Develop and prepare various allocation alternatives for consideration in resolving audit findings. Prepare before-and-after comparisons to demonstrate how allocation alternatives may financially impact the contractors. Ensure that resolved audit finding resolutions are incorporated and implemented into the annual Statements of Charges timeline.**
20%	**Work with others to gain historical knowledge of the long-term water supply contracts and the Department's contractual obligations for development of alternative solutions to address contractors' billing disputes. Coordinate with DWR staff and SWP Contractors to analyze alternatives and ensure that potential solutions are compliant with Department policies, SWP operational constraints, and provisions of the water supply contracts.**

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Vacant	➢	

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)	EMPLOYEE'S SIGNATURE	DATE
Vacant	➢	

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Percent of Time	*Activity*
20%	**Prepare concise, well-organized, and easily understood materials used in discussions and negotiation meetings including charts, tables, and reports. 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. Prepare engineering analysis and technical reports for documentation and reporting in the Department's annual Bulletin 132 publication. This may require driving a vehicle on public roadways to attend meetings and/or training.** **SPECIAL REQUIREMENTS** **Travel may be required. Must possess a valid California driver's license with a good driving record.** **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.** **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.**