JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Principal Engineer, Water Resources	**1650-3255-690**	**50001373**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**DRA/Financial Assistance Branch**

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☑ **M09**	☐	☐	☐

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☑ Supervisory ☐ Lead Person	**Jule Rizzardo**	**Division Manager**

APPROVED BY (Personnel Analyst's Name)	DATE
Estevez Contreras	**10/23/2026**

Percent of Time	*Activity*
	POSITION SUMMARY **Under the general direction of the Manager, Division of Regional Assistance, within the Financial Assistance Branch, the Principal Engineer, Water Resources, is primarily responsible for planning, organizing, and directing the activity of staff involved in financial and technical assistance and regional support programs.** **ESSENTIAL FUNCTIONS** **This position requires that the Principal Engineer, Water Resources, perform high administrative and policy-influencing functions effectively. These functions require: (1) the ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; (2) understanding of California water management and water policy issues; (3) knowledge of the organization and functions of California State Government including the organization and practices of the Legislative and the Executive Branch; and (4) the ability to engage internal and external parties (including but not limited to: DWR management and other organizational units, the CA Natural Resources Agency, other state agencies, regional partners, non-governmental organizations and the public), build trust with all interested parties, and advocate for program needs. The Principal Engineer will oversee, assign, and distribute work; monitor and evaluate performance; maintain regular, consistent, predictable attendance; effectively communicate program objectives and requirements; exercise good judgment; be capable of analyzing situations and taking appropriate actions to address problems and resolve conflicts; and make technically, scientifically, and administratively sound decisions. The Principal Engineer must possess and regularly utilize excellent and demonstrated verbal and written communication skills and proactively engage with internal and external interests. The specific essential duties are:**
30%	**Resource Planning and Program Execution: Oversee Branch activities to plan, organize, and direct the activities of various multidisciplinary teams' in a matrix management environment to effectively implement financial and technical assistance programs and regional water management planning efforts. Provide vision and direction to managerial, technical, and administrative staff involved in the programs.**

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Jule Rizzardo	➢	

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	➢	

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Principal Engineer, Water Resources	**1650-3255-690**	**50001373**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**DRA/Financial Assistance Branch**

Percent of Time	*Activity*
30% (cont)	**Provide direction in program development; resource planning and management; and tracking and evaluation of program accomplishments and outcomes in accordance with vision and strategies of the Division and Department. Ensure effective development of grant program guidelines and applications in conjunction with other regional assistance and support efforts across the Department and with other state agencies, and in consideration of and responsiveness to, feedback received through public outreach and engagement. Oversee the timely completion of grant-funded projects and programs.** **Oversee proposal review and selection processes: Ensure that grant application reviews are complete and consistent with relevant evaluation criteria and program requirements and meet program deadlines. Resolve high level issues of misunderstandings or interpretation. Ensure Division management and DWR Executive and Office of General Counsel concur on funding decisions.**
25%	**Coordination and Communication: Conduct effective internal and external outreach and engagement including public meetings and workshops throughout the State with potential and actual funding recipients, non-governmental organizations, CA Tribes, and other interested parties. Participate in, and present at, task forces, advisory committees, special meetings, public workshops and meetings. Use tact to answer difficult and complex questions from the public. With sensitivity and empathy, actively lead engagement with under-represented/under-resourced communities. Coordinate with the Water Use Efficiency Branch, the four Region Offices, other Department organizational units, and other state agencies and ensure that technical support is provided for these programs and to discuss policies and program goals and objectives. Advise DWR management on program progress. Write clear and concise letters, memorandum, and complex technical correspondences, including those with political sensitivities. Provide technical expertise and content for inclusion in Department documents and publications. Oversee the preparation of technical publications, program informational materials, and other written and graphic products. Compile and analyze project completion and performance data. Develop reports documenting the water resources management benefits and improvements that result from the branch programs and projects.**
20%	**Management and Administration: Coordinate development, monitoring, and management of Branch program budget, including developing Budget Change Proposals. Monitor expenditure of funds and coordinate annual fund extension and re-appropriation requests. Manage and supervise the branch 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, implementing the Department's Human Resources policies and procedures, preparing annual appraisal and development (A&D) reports, determining training needs and approving training requests, ensuring effective performance management, verifying and approving employees' attendance and leave requests, interviewing and hiring qualified employees, understanding employee's rights with regards to labor relations, enforcing and modeling DWR's diversity, equity and inclusion policies, and leading by example.**

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Principal Engineer, Water Resources	**1650-3255-690**	**50001373**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**DRA/Financial Assistance Branch**

Percent of Time	*Activity*
15%	**Finance, Governance, and Transparency: Ensure that reporting on program and project status and benefits is accomplished and meets program and Legislative accountability reporting requirements. Track program and project status and benefits via the various database tools. Ensure that bond and other fund accountability reporting, transparency, and traceability obligations are met. Respond to inquiries from the Governor's Administration, the Legislature, and the CA State Auditor. Work with the DWR Internal Audits Office and Department of Finance to meet auditing obligations. Assist Division Manager and Legislative Affairs staff in the analysis and/or development of legislation as needed to support DWR's programs.** **Respond to myriad inquiries from the State Legislature and Congressional representatives. Analyze approved and pending legislation that impacts the Integrated Regional Water Management (IRWM) program and State financial assistance programs.**
10%	**Interaction and Alignment: Provide administrative support to the Division Manager through interaction and coordination with other branches, the Region Offices, and related programs in other divisions. Work to ensure the coordination and alignment of partner State agencies' related programs and projects, especially regarding financial support and regional water management planning. Serve as Division representative for financial assistance coordination and engagement with related Department efforts. Perform special assignments and may act for the DRA Division Manager in their absence.** **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 California Office of Emergency Services (OES) and Federal Emergency Management Agency (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.**

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Principal Engineer, Water Resources	**1650-3255-690**	**50001373**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**DRA/Financial Assistance Branch**

Percent of Time	*Activity*
	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.** **Must be able to travel anywhere in California at least once per month and as needed.** **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.**