JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Water Resources Engineering Associate (Specialist)	**2152-3042-003/002**	**50000847/50001771**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
VACANT	**TBD**	**O&M/ADM-N/Operations Reporting Section**

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☐	☐	☐	☑ **R11**

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	**Mary Valdez**	**Water Services Supervisor**

APPROVED BY (Personnel Analyst's Name)	DATE
Taylor Marshall	**10/14/2026**

Percent of Time	*Activity*
	POSITION SUMMARY: **Under general direction of the Supervisor of the Operations Reporting Section, the Water Resources Engineering Associate (Specialist) is responsible for analyzing operation data of the State Water Project (SWP); and performing difficult engineering work in the analysis, preparation, and dissemination of water operations data of the SWP.**
	ESSENTIAL FUNCTIONS: **This position requires that the incumbent work cooperatively with others; maintain regular, consistent, and predictable attendance; and exercise sound judgment. The specific duties include, but are not limited to, the following:**
40%	**Review, verify, check, and interpret SWP water operations and joint-use facilities data for discrepancies in reservoir or aqueduct water balance computations, changes in storage, inflows, outflows, deliveries, and losses/gains. Coordinate and reconcile discrepancies detected during review with Department of Water Resources (DWR) Field Divisions, Districts, Headquarters Office, or United States Bureau of Reclamation (USBR). Document changes to appropriate database and disseminate data updates to applicable agencies.**
30%	**Prepare spreadsheet files that accurately and completely document SWP water operations. Write technical reports on water operations issues including collecting verbal, written, and computer data; present the data in a logical format; filing and storing the data in an organized manner. Perform technical studies of complex SWP water operations in response to requests from DWR management, other units, and/or external regulatory agencies on an as needed basis.**
15%	**Prepare graphs, charts, and maps of SWP operations for engineering reports and managerial presentations. Develop optimum method of visual presentation by analyzing the audience and using knowledge of SWP water operations.**

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Mary Valdez	➢	

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*
10%	**Assist others in verifying computational results, retrieving appropriate data, and correctly interpreting water operations data by using knowledge and understanding of the physical features of the SWP and its operational characteristics.**
5%	**Assist others in using computers for accessing, sharing, retrieving, sending, and using SWP water operations data via electronic media. This requires an understanding of computer hardware (scanners, printers, etc.) and application software (communications, spreadsheets, etc.) used by DWR.**

KNOWLEDGE, SKILLS, AND ABILITIES:
Must have stamina and the ability to sit at a desk and/or computer for extended periods. Must have the ability to utilize computers effectively to analyze extensive amounts of data/information accurately under tight time constraints; communicate effectively both orally and in writing; and maintain strong interpersonal relationships while working (whether independently or in groups) under tight time constraints. Must be able to analyze information and effectively complete work assignments; and develop and maintain strong working knowledge of policies, regulations, and procedures.

SPECIAL REQUIREMENTS:
Must be willing to work sometimes outside of normal business hours, travel, and stay overnight in various locations throughout the State of California. This may require driving a vehicle on public roadways.

Employee is required to successfully complete all safety training related to the functions of the job.

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.

Under the provisions of the North American Electric Reliability Corporation Critical Infrastructure Protection Standard CIP-004 as part of the Energy Policy of 2005, this position has authorized cyber access to or unescorted physical access around critical cyber assets and is subject to a satisfactory background check prior to appointment and every seven years thereafter.

The Department of Water Resources (DWR) 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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VACANT	**TBD**	**O&M/ADM-N/Operations Reporting Section**

Percent of Time	*Activity*
	OTHER REQUIREMENTS: **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.**