# JOB DESCRIPTION AND POSITION CLASSIFICATION

| CLASSIFICATION | DWR POSITION NUMBER | SAP POSITION NUMBER | MCR |
|---|---|---|---|
| **Engineer, Water Resources** | **2062-3137-005** | **50000503** | **1** |

| APPOINTEE | SAP PERSONNEL NO. | DIVISION/SECTION/UNIT |
|---|---|---|
| **Vacant** | **TBD** | **O&M/ADMWM/WRS/Stlmt Cont & Proj Exch Unit** |

COLLECTIVE BARGAINING IDENTIFIER

| Management Related BU: | Supervisory Related BU: | Confidential Related BU: | Rank and File BU: |
|---|---|---|---|
| ☐ | ☐ | ☐ | ☑ **R09** |

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

| APPROVED BY (Personnel Analyst's Name) | DATE |
|---|---|
| **Taylor Marshall** | **11/9/2026** |

| *Percent of Time* | *Activity* |
|---|---|
| | **POSITION SUMMARY**<br>**Under the general direction of the Senior Engineer, Water Resources (WR) in the Settlement Contracts and Project Exchanges Unit (SCPEU), Water Rights Section (WRS), Division of Operations and Maintenance (O&M), the Engineer, WR performs various engineering studies and evaluations in support of the development, administration, and monitoring of agreements related to long-term water supply and water quality, water rights settlements, and the use of State Water Project (SWP) facilities. The incumbent conducts technical evaluations, analyzes hydrological data, and develops and maintains databases and other tools to track water deliveries and contractual compliance.**<br><br>**ESSENTIAL FUNCTIONS**<br>**This position requires that the incumbent maintain regular, consistent, predictable attendance; strong written/oral communication skills; exercise good judgment to make sound recommendations; complete tasks within a tight schedule; produce high quality professional work with attention to details; perform engineering work effectively with use of various software and databases; work cooperatively with others; and establish/maintain cooperative relations with other agencies and entities. The specific essential functions are, but are not limited to, the following:** |
| **40%** | **Conduct engineering studies and evaluations using a variety of tools, including Microsoft Office Suite and SAP, to develop and administer water supply and water quality agreements between DWR and external entities. Agreements include those with water rights holders in the Feather River and Delta watersheds, and with the U.S. Bureau of Reclamation (Reclamation) and Central Valley Project (CVP) contractors regarding conveyance of CVP water through SWP facilities and exchanges involving SWP water. Responsibilities include collecting, validating, and analyzing hydrological, water delivery, and water quality data; preparing and issuing forecast/entitlement letters, diversion notifications, and use-of-facilities invoices; performing conveyance cost and loss analysis; reviewing water rights data and documents; and assisting with environmental compliance review and documentations.** |

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

| SUPERVISOR'S NAME (Print) | SUPERVISOR'S SIGNATURE | DATE |
|---|---|---|
| **Benjamin Geske** | ➢ | |

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* |
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| **20%** | **Support various coordination efforts by working closely with internal DWR divisions and offices (e.g., Office of the General Counsel, Field Divisions, Regional Offices, SWP Analysis Office, Division of Fiscal Services, and Division of O&M) as well as local and public water agencies, SWP Contractors, other governmental organizations, and general public to ensure compliance with California Environmental Quality Act (CEQA), California Water Code Section 1810, Joint Point of Diversion under Water Right Decision 1641, and other water rights orders from the State Water Resources Control Board. Conduct and present technical assessments to inform management regarding potential impacts to water delivery and SWP operations.** |
| **20%** | **Assist in data management and reporting by developing SAP reports for water deliveries and tracking billing data associated with contract administration. Contribute to the development and maintenance of databases that support contract management by retrieving, organizing, and analyzing water-related information from multiple sources including the California Data Exchange Center (CDEC). Utilize satellite imaging analysis to evaluate parcel ownership, land use, crop losses, and other geographical assessment. Conduct data-driven evaluations using engineering software such as ArcGIS, Google Earth, and PowerBI.** |
| **20%** | **Provide assistance to other ongoing water resource initiatives such as consumptive use studies, SWP water rights accounting, climate change evaluations, statewide and regional water management efforts, and Public Records Act requests. Contribute to the development of Project Operations and Maintenance Directives and prepare materials for the annual Bulletin 132 Management of the California State Water Project as directed by DWR managers and executives. Act for the Unit manager when required.**<br><br>**KNOWLEDGE, SKILLS, AND ABILITIES**<br>**Incumbent must be highly organized and have the ability to manage multiple tasks while balancing the needs of the Unit and outside agencies and organizations. Incumbent must have the ability to handle urgent or contentious situations and act independently but seek guidance from management when necessary. Must work well with others and possess strong oral and written communication skills. Must be industrious and have the ability to understand and evaluate technical engineering terms and contract terminology and present them to others. Must have the ability to utilize Microsoft Office, Outlook, Teams, Word, Excel, PowerPoint, Access, Power BI, and Project in daily work and have ability to use or learn Adobe Acrobat, DocuSign, SAP, ArcGIS, Google Earth, and Visio.**<br><br>**SPECIAL REQUIREMENTS**<br>**This position requires the incumbent to occasionally travel by airplane, vehicle and/or other forms of transportation to different areas or field locations in California. Occasional overnight stays may be required for attending various meetings, conferences, training, or project work sites. Must have the ability to speak at large meetings or in public settings.** |

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| | **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.**<br><br>**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. Employee is required to successfully complete all safety training related to the functions of the job.**<br><br>**OTHER RESPONSIBILITIES**<br>**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.** |