JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Principal Engineer, Water Resources	**1900-3255-692**	**50001483**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**SWPAO/SWP Planning and Cost 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	**Avery Estrada**	**Chief of Utility Operations**

APPROVED BY (Personnel Analyst's Name)	DATE
Sydney Mecke	**11/9/26**

Percent of Time	*Activity*
	POSITION SUMMARY **Under the general direction of the Division Manager, State Water Project Analysis Office (SWPAO), the Manager of SWP Program Management group manages the Office activities related to the determination, allocation, and administration of water supply costs under water supply contracts, and manages high-level projects, tasks, and activities related to the financial and contractual requirements of the State Water Project (SWP). Provide management and oversight to contractual provisions needed to extend the Water Supply Contracts, SWP program planning and control, and financial management.** **ESSENTIAL FUNCTIONS** **This position requires that the incumbent has the ability to perform high-level administrative and policy-influencing functions effectively. This requires extensive knowledge and experience in development of the long-term financial plan for the SWP, management of the development and analysis of financing and repayment plans for water supply facilities, changes to SWP services, and understanding of SWP costing and cost recovery activities. The Manager will administer the implementation of SWP program management under Water Resources Engineering Memorandum (WRM) No. 65 process, including overseeing control, accountability, and financial responsibilities. Incumbent will work with Division of Fiscal Services to ensure the commercial paper program is sufficient and debt issuance processes are adequate to meet the SWP capital investment plan.**
25%	**Manage and the lead the Department of Water Resources' (DWR) effort in implementing contract amendments to the water supply contracts for the recovery of SWP expenditures under the FREEZE and PAYGO cost recovery methods in a manner that is equitable to beneficiaries of the SWP while maintaining the financial integrity of the SWP. Provide managerial coordination with other DWR divisions and offices. This position guides staff in the implementation of policies and practices across SWP business functions.**

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Avery Estrada	➢	

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*
25%	**Plan, organize, direct, and manage the work of the cost allocation and program planning functions, including directing the activities of engineers and analysts in the SWP Program Management group to ensure work is efficiently and effectively completed Participate in meetings with other divisions within the Department and with SWP Contractors' representatives on issues associated with SWP water supply and power contracts and financial and program management. Responsible for the day-to-day implementation of Department policy regarding these matters. Provide management direction and oversight to propose, develop and implement policies and practices related to analyzing and allocating actual power and water costs among SWP power and water facilities for further allocation to SWP contractors, and provide guidance, review, and approval of SWP power studies during the year. Travel to meetings may require the use of an automobile on public roadways.**
20%	**Provide overall management and coordination between SWPAO, Division of Fiscal Services and other divisions and offices in the preparation of the annual Statements of Charges to 29 SWP contractors. Provide policy guidance to facilitate coordination and development of procedures used to review and analyze data supporting the annual Statements of Charges which total over $1 billion annually. Provide management and oversight for all SWP accounting activities required for budgetary control and cost and revenue accountability, SWP project accounting and reporting, revenue bond financing requirements, repayment of SWP costs and all other related activities necessary to maintain the financial integrity of the SWP. Work with Division of Fiscal Services to ensure the commercial paper program and revenue bond financing processes are sufficient to meet program needs.**
20%	**Evaluate SWP policy proposals as they relate to the management of the SWP and make presentations to Department staff, management, and SWP Contractor representatives on operational and financial-related issues. Develop policy recommendations to the Division Manager on numerous issues related to the beneficiaries of water and power facilities, program management and project accounting of SWP projects being carried out throughout DWR under WRM 65 and WRM 74. Negotiate resolution of issues with individual SWP contractors. Develop, design, and implement initiatives based on strategic planning and risk management goals and objectives**
10%	**Establish and maintain the SWPAO Program Management Plan. Evaluate program staffing requirements along with recommending approval of new personnel, including the implementation of the SWPAO organizational planning. Participate in the preparation and implementation of appropriate exams. Supervise and oversee budget development, program control and other general administrative activities such as employee Appraisal and Development, time approval, budget planning, monitoring and approving program charges, expenditure projections and SAP reporting. Provide oversight to subordinate staff on draft contracts. Provide training and guidance to Branch Managers on policy related issues, select consultants, manage their work and administer contracts.**

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Percent of Time	*Activity*
	FINANCIAL DISCLOSURE REQUIREMENT **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.** **SPECIAL REQUIREMENTS** **Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers is required. Must possess a valid California Drivers License.** **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 incident Commander of area teams, filed inspection, coordination, and assist agencies such as Cal OES and FEMA in disaster work, including performing field/work 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, recover, and mitigation function. These functions are established in the California State Emergency Plan and the Departments Administrative Orders.** **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.**