JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Electrical Engineer	**1220-3613-002**	**50096589**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**CEBO/Regulatory Compliance Section**

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	**Beatrice Silva**	**SR HEP UTIL ENGINEER (SUP)**

APPROVED BY (Personnel Analyst's Name)	DATE
Tammy Geer	**11/16/2026**

Percent of Time	*Activity*
	POSITION SUMMARY **Under the direction of the Manager of the Regulatory Compliance Section of the California Energy Bond Office (CEBO), the incumbent assists in performing engineering tasks on matters relating to the tracking of revenue from electricity retail sales of Investor-Owned Utilities (IOUs), utilizing forecasted and actual electrical load data. The incumbent prepares regulatory filings to the California Public Utilities Commission (CPUC) to ensure the recovery of costs, develops and administers utility agreements and procedures associated with the Department of Water Resources (DWR) authority under Assembly Bill 1054 (AB 1054), Assembly Bill 1X (AB 1X) and other related legislation.** **ESSENTIAL FUNCTIONS** **This position requires the incumbent maintain regular, consistent, and predictable attendance, exercise good judgment, maintain confidentiality, communicate effectively both verbally and in writing, the ability to work cooperatively with staff and management within CEBO and throughout DWR, establish and maintain effective public relations with staff of the IOUs, CPUC and other government and financial organizations, analyze technical engineering data and reports accurately, and prepare comprehensive reports and correspondence. The specific essential duties include, but are not limited to the following:**
45%	**Utilize the IOUs' forecasted and actual electrical load data by customer class, such as Bundled Load, Direct Access, Departing Load, and Community Choice Aggregation, and approved CPUC electricity rates, to assist CEBO staff in forecasting and tracking revenues from electricity retail sales. Assist in the design and maintenance of complex engineering models, metrics, databases, and reporting tools, with energy and financial data, to ensure revenue sufficiency and support energy regulatory proceedings with the CPUC. Provide assistance in preparing and reviewing input on regulatory filings with the CPUC for electric rate-setting proceedings. Prepare monthly energy and financial operating reports for DWR management, CPUC, California Earthquake Authority (CEA), IOUs, and other interested parties. Track and validate daily energy remittances to DWR from IOUs. Coordinate with staff from within DWR and the IOUs to resolve any disputes.**

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

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

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*
	Synthesize and communicate complicated engineering information in a simple user-friendly manner.
30%	**Analyze and validate the IOUs' electric advice letters and tariffs to ensure compliance with CPUC regulatory decisions. Assist CEBO staff in preparing complex engineering and economic studies, reports, metrics, and presentations. Assist in administering, preparing and amending utility agreements and ensuring compliance with energy legislation and regulatory orders. Monitor and keep up to date with changes to energy legislation, energy markets, Federal and State energy regulation, and the municipal bond market for possible impacts to CEBO's programs. Ensure compliance with energy legislation, energy regulatory orders, utility agreements and Government Code, while assisting CEBO staff in the preparation of CEBO's annual budget, financial statements, tracking actual expenses and revenues, drafting and soliciting contracts, reviewing invoices for payment and calculating disbursements of funds.**
15%	**Assist in developing and documenting complex engineering processes and training materials. Review and analysis of possible bond issuances. Assist CEBO staff in issuing bonds and management of ongoing debt service of bonds, to include preparing and administering the following: Rate Agreements with the CPUC, servicing and operating agreements and orders with IOUs, and trust indentures and official statements for bond issuances. Maintain relationships and coordinate with management, engineers, legal counsel, analysts, and fiscal staff from within DWR, CPUC, CEA, IOUs, State Controller's Office, State Treasurer's Office, and Department of Finance as it pertains to CEBO's programs.**
10%	**Conduct engineering research, preparing studies, writing reports and presentations on the energy sector, changes in the power market, legislative analysis, and industry best practices. Assist members of the public with inquiries and respond to Public Records Act requests. Support litigation and settlement proceedings for power contracts.**
	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 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.**

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Percent of Time	*Activity*
	SPECIAL REQUIREMENTS: **Incumbent must be willing to travel and stay overnight in various locations throughout the State of California and, on occasion, out-of-state, which may require work outside of normal business hours.** **Incumbent must also be able to utilize computers effectively to analyze extensive amounts of data/information accurately under tight time constraints; communicate effectively, both orally and in writing, and attend meetings without a break for extended periods. This position may require extended hours and/or work outside of normal business hours.** **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.**