JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Supervising Engineer, Water Resources	**1022-3258-592**	**50029159**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**DFPI/FPB/Flood Risk Reduction Projects Section B**

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☐	☑ **S09**	☐	☐

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☑ Supervisory ☐ Lead Person	**Todd Bernardy**	**Principal Engineer, Water Resources**

APPROVED BY (Personnel Analyst's Name)	DATE
Sydney Mecke	**11/23/26**

Percent of Time	*Activity*
	POSITION SUMMARY **Under the general direction of the Principal Engineer, Water Resources (WR), this position supervises staff responsible for administering programs and funding in support of implementation of flood risk reduction projects including U.S. Army Corps of Engineer (USACE) projects and feasibility studies, Urban Flood Risk Reduction and Early Implementation projects, Systemwide Flood Risk Reduction projects, and other flood risk reduction projects identified in the Central Valley Flood Protection Plan.** **ESSENTIAL FUNCTIONS** **This position requires that the incumbent establish and maintain confidence and cooperation of others; maintain regular, consistent, predictable attendance; and exercise good judgment. The incumbent must lead and organize the branch to efficiently administer programs, implement projects, and communicate, coordinate, and collaborate with many engineering and environmental managers internally within the Department of Water Resources (DWR) and externally with a broad group of partnering agencies.** **The specific duties include, but are not limited to, the following:**
40%	**Manage and allocate resources to ensure priority programs and projects have adequate resources to complete flood risk reduction project implementation activities; manage annual financial planning, tracking, reporting, staffing, and consulting services; guide staff in the development and tracking of project scope, schedule, and resourcing; oversee preparation of 5-year resource plans and program/project implementation plans; track and report on program metrics; ensure monitoring and completion of project deliverables as well as overall program delivery. Approve cost-share agreements, contracts and payments, and prepare summary reports. Provide technical civil, hydrological and hydraulic engineering guidance, and direction to staff on technical policy issues, program goals and objectives, program and project deliverables, timetables, process improvements, and work priorities. Manage development and execution of State funding programs for hydrological and hydraulic engineering projects including the following: developing guidelines**

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

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

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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	and/or regulations and conducting related public hearings as appropriate; implementing the funding programs efficiently and in accordance with guidelines and regulations, including selecting priority projects to achieve program objectives; and coordinating with other agencies. Ensure that funding proposals, evaluations, screening, selection, and contracting processes are properly established and implemented, with an emphasis on the technical engineering aspects of the programs. Manage development and execution of the Flood Risk Reduction Projects Section B engineering activities including managing and conducting planning, technical review, hydrological and hydraulic work; ensuring operations and maintenance (O&M) is considered and O&M agreements are executed; defining and including State's interests and priorities in project implementation; acquiring project lands and rights of way; managing the relocation of utilities; and providing design and construction documentation oversight.
20%	**Provide section level oversight and interaction with internal and external stakeholders to support the alignment of Division of Flood Planning and Improvements (DFPI) work with partnering agencies including USACE, U.S. Bureau of Reclamation, Central Valley Flood Protection Board (CVFPB), local flood control agencies, non-governmental organizations, and resource agencies such as the National Marine Fisheries Service and California Fish and Wildlife Service. Advance the DFPI mission, address regulatory issues, and frame statewide priorities by representing DFPI's flood risk reduction implementation activities at public venues including CVFPB hearings/committees/workshops, and locally sponsored venues. Represent DWR in committees, conferences, panels, hearings, and meetings with local government, federal government, other State agencies, the Executive and Legislative Branches, Congressional members and staff, non-governmental agencies, and the public. Leverage Flood Projects Branch (FPB) strategic goals to lead strategic level alignment activities and support day-to-day coordination activities related to planning and implementation of flood risk reduction projects.**
20%	**Lead communication and alignment activities related to implementation of flood risk reduction programs and projects, including integrated multi-benefit system improvements. Coordinate the technical engineering work and related policy issues among DFPI programs in DWR and with partnering agencies; and demonstrate value of flood risk reduction programs to interested State, regional, or local partners. Prepare and implement strategic communications plans; and conduct public outreach, including meetings and workshops. Represent DWR in meetings with local agencies, State and federal agencies, and the public. This may include driving on public and private roadways. Prepare fact sheets, summaries, talking points, and other communication tools to convey the value of flood risk reduction projects. Prepare and provide briefings for DFPI Leadership, DWR Executive Office, Public Affairs Office (PAO), Office of Manager Counsel, and other DWR organizations on FPB programs and projects. Prepare and make recommendations to the Branch Manager, Division Manager, Deputy Director, or DWR Director as required; represent the Branch Manager at meetings on matters related to the work of the Branch.**

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15%	**Provide section level leadership over funding and policies for programs and projects to ensure these programs and projects demonstrate the value of completed or ongoing work. Secure funding for the implementation and continuation of DFPI programs and projects. Develop, defend, and promote Budget Change Proposals to support flood project implementation, leverage local and federal cost-share, and reduce flood risk. Promote and support DFPI at the section level. Promote long-term funding needs at local, State, and federal levels. Develop and advance finance plans at the section level.**
5%	**Progress work through alignment of available funding within the organizational structure; distribute and allocate program and project funding; identify and document program accomplishments; and provide overall program delivery and accountability. Perform supervisory functions relating to developing personnel actions, meeting DWR Equal Employment Opportunity goals, and ensuring staff receives appropriate training, including safety training. Oversee and manage consultant resources, contract and task order development, and invoice processing. Perform special assignments and provide resources as needed for special assignments. Act for Principal Engineer, WR when required.** **OTHER RESPONSIBILITIES** **This position provides necessary support to Division of Flood Operations, Flood Planning and Improvements, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during Governor declared emergencies, flood, dam, State Water Project, 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 Governor's Office of Emergency Services and Federal Emergency Management Agency 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.** **SPECIAL REQUIREMENTS** **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.**

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	The incumbent must exercise competent independent judgment, analyze situations accurately and take effective action, establish and maintain cooperative relations with other agencies, represent the Department at meetings and hearings of sensitive nature, assist higher-level management in administrative issues, dictate correspondence, and effectively contribute to the Department. **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.**