



Classification: Water Resource Control Engineer  
 Position Number: 880-260-3846-013

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 23-260-041	<b>Classification Title:</b> Water Resource Control Engineer	<b>Position Number:</b> 880-260-3846-013
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Fraud Examiner	<b>Effective Date:</b> December 2023
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-time	<b>CBID:</b> R09
<b>Division/Office:</b> Office of Enforcement		<b>Section/Unit:</b> Fraud, Waste and Abuse Prevention Unit
<b>Supervisor's Name:</b> Amantha Henkel		<b>Supervisor's Classification:</b> Senior Environmental Scientist

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval: Brittany Liverett</b>	<b>Date: 12/08/2023</b>

<b>General Statement</b>
Under the close supervision of a Senior Environmental Scientist and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
<b>Position Description</b>
The incumbent performs varied and complex engineering evaluations, financial research, and investigation work in the Office of Enforcement's Fraud, Waste and Abuse Prevention Unit. The incumbent is required to work independently and professionally, communicate effectively, and manage multiple tasks. The incumbent must maintain a high degree of confidentiality, and be able to travel statewide, including day and overnight and trips.
<b>Essential Functions (Including percentage of time):</b>



35%	Use engineering expertise and apply fundamental engineering principles and concepts to perform systematic, intensive investigations to determine if fraudulent activity is being conducted by site owners, consultants and/or contractors against the Underground Storage Tank (UST) Cleanup Fund or other State Water Board financial assistance programs. Perform detailed and confidential investigations include compiling, editing, and interpreting quantitative data. Review of regulatory and historical records related to environmental site investigations and remediation of contamination from unauthorized releases including petroleum products from USTs. Use water quality control principles in all aspects of waste regulation including water, soil, and soil vapor. Review engineering plans, specifications, schematics, analytical data, and other engineering documentation related to remediation system construction, operation, and maintenance. Based on that analysis, will evaluate if those technical activities were invoiced appropriately to the State Water Board.
35%	Prepare written reports detailing the results of the investigations including descriptive narratives, charts, graphs, and exhibits on the entities and individuals involved. These reports may be used for cases of fraud and negligence that are referred to the Attorney General's Office or other agencies for criminal and/or civil prosecution or presented to the State Water Board for administrative enforcement. Maintain confidential data integrity and tracking in enforcement cases.
15%	Act in an independent capacity to conduct field investigation including surveillance of work performed onsite, confirming installation of equipment required, taking photographs, interviewing witnesses to determine if any fraud, waste, or abuse has occurred, and if enforcement is warranted. Track all complaints from initial receipt to conclusion.
<b>Marginal Functions (Including percentage of time):</b>	
10%	Provide engineering and technical expertise for the Attorney General's Office or other prosecutorial agencies pertaining to the investigation conducted. Prepare for and make logical, comprehensible, and convincing written and oral presentations. Provide depositions, oral testimony and assist law enforcement agencies on search warrants served.
5%	Perform other duties as required.
<b>Typical Physical Conditions/Demands:</b>	
The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. Field work will, at times, require standing/sitting for extended periods of time, and in extreme temperatures throughout the workday.	
<b>Typical Working Conditions:</b>	



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Hybrid work environment that includes work in an office setting and telework at home. In office, the incumbent works on the 23<sup>rd</sup> floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required locally and within the state.

**Supervisor Statement**

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

**Employee Statement**

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation\*.

*\*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

YES       NO

Employee Name	Employee Signature	Date