



Classification: Water Resource Control Engineer
 Position Number: 880-405-3846-001

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-405-006	Classification Title: Water Resouce Control Engineer	Position Number: 880-405-3846-001
Incumbent Name: Vacant	Working Title: Water Resource Control Engineer	Effective Date: January 2004
Tenure: Permanent	Time Base: Full-time	CBID: R09
Division/Office: Division of Drinking Water		Section/Unit: Regulatory Development Unit
Supervisor's Name: Melissa Hall		Supervisor's Classification: Senior Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the close supervision of the Senior Water Resource Control Engineer of the Regulatory Development Unit (Supervisor) and consistent with good customer service practices and the goals of the State Water Resources and Regional Water Quality Control Boards' (SWRCB and RWQCB) Strategic Plan, the incumbent is expected to be courteous and professional, to provide timely responses to internal/external customers, to follow through on commitments, to solicit and consider internal/external customer input when completing work assignments, and to work independently and in coordination with the Supervisor and other SWRCB staff.
Position Description



The Water Resource Control Engineer (WRCE) supports California’s implementation of the state and federal Safe Drinking Water Acts by developing regulations to ensure that water delivered by California public water systems is at all times pure, wholesome, and potable. The WRCE conducts engineering evaluations and related research, develops subject matter expertise in factors related to assigned regulations, assesses treatment feasibility via various technologies and techniques, evaluates and summarizes cost and job impacts and public health and other benefits associated with proposed regulations, confers with and presents to engineers and scientists, and develops written policies, regulations, guidance, and public communication materials to support regulation implementation, utility compliance, and public understanding.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to SWRCB and DDW policies and procedures regarding conduct, attendance, and leave. The WRCE is expected to maintain the confidentiality of documents and topics pertaining to sensitive program matters at all times. Specific responsibilities are described below.

Essential Functions (Including percentage of time):

40%	Develop drinking water quality regulations and related documents to comply with California’s Administrative Procedure Act. Estimate engineering costs for regulatory compliance, conduct analyses of benefits related to proposed drinking water regulations, conduct analyses of fiscal and economic impacts, coordinate with internal workgroups on regulation development, and obtain stakeholder input; critically review and reconcile state regulations with federal regulations. Develop written responses to comments and recommendations submitted on proposed regulations; review and comment on legislation and regulation proposals. Prepare and orally present technically complex information regarding proposed regulations for public comment and Board consideration. Develop technical engineering support material for drinking water quality regulation proposals.
30%	Conduct research and engineering analyses to support concurrent or planned drinking water regulation development, including literature reviews and critical analyses of engineering and scientific papers and publications relied on in development of regulations. Conduct outreach to subject matter experts and stakeholders. Develop understanding of techniques, technologies, and specific processes used in the purification of drinking water. Assess chemical exposures, review risk assessments, and evaluate treatment technologies and feasibility of chemical removal. Identify and communicate to Supervisor needs for additional research.
15%	Develop correct, clear, and concisely written policies and guidance to support regulation implementation and utility compliance. Provide technical support on drinking water quality regulations, treatment technologies and other drinking water issues to staff of Drinking Water Field Operations Branches and other state agencies.

Marginal Functions (Including percentage of time):



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10%	<p>Assist with engineering assessments of water systems, including making and checking engineering calculations, design drawings, and other engineering documents to assure that water purveyors comply with good engineering practice and legal requirements; traveling to and conducting inspections of public water systems to review and assessing needs for maintaining and operating safe reliable water sources and distribution systems and for meeting current and new regulatory requirements, including on-site inspection activities involving making physical examinations of water source intakes, treatment plants, storage, and distribution facilities and surveillance activities including review of system operational records, procedures, and all required administrative programs; data gathering necessary to maintain and update system inventory and inspection information; preparation of reports and letters documenting inspections and required corrective actions; and the review and evaluation of water quality data. Conduct enforcement activities to bring public water systems into compliance with applicable State laws and regulations. Draft enforcement letters, citations, and compliance orders for the supervisor's review and signature. Track compliance dates and take necessary follow-up action to ensure public water systems comply with directives of DDW. Provide technical assistance to public water systems and personnel on water quality issues, operational problems, and treatment facilities. Assist in conducting investigations of water quality problems such as those from chemical and bacteriological contamination of public water supplies.</p>
5%	<p>Perform other duties as required.</p>

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time; the ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents; and the ability to navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday.

Typical Working Conditions:



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Richmond: The incumbent works a hybrid schedule, with in-office time based on the second floor of Building P on the California Department of Public Health's Richmond campus, in a semi-enclosed cubicle in a smoke-free environment with ample natural light. The work schedule is Monday through Friday. Travel may be required locally and within the state. Mandatory overtime may be necessary when mission tasked.

Sacramento: The incumbent works a hybrid schedule, with in-office time based on 17th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required locally and overnight within the state.

All other locations: The incumbent works a hybrid schedule, with in-office time based in a state-owned or state-leased building, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required locally and overnight within the state. Mandatory overtime may be necessary when mission tasked.



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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