

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Engineer, Water Resources		DWR POSITION NUMBER 1921-3137-xxx	SAP POSITION NUMBER 50054343	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION SWPAO/SWP Program Section/Program Control Ur	
COLLECTIVE BARGAINING IDENTIFIER				
<input type="checkbox"/> Management Related BU:	<input type="checkbox"/> Supervisory Related BU:	<input type="checkbox"/> Confidential Related BU:	Rank and File BU: 9	
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Jagdeep Sidhu	SUPERVISOR'S CLASSIFICATION Senior Engineer, Water Resources	
APPROVED BY (Personnel Analyst's Name) Jennifer Greathouse			DATE 3-27-24	
<i>Percent of Time</i>	<i>Activity</i>			
	<p>POSITION SUMMARY Under the direction of the Senior Engineer, Water Resources the incumbent works with department-wide staff to engage in programs and projects related to design, construction and operations programs to develop and implement State Water Project (SWP) program control processes. The incumbent prepares management reports, and makes recommendations based on engineering studies and evaluations.</p> <p>ESSENTIAL FUNCTIONS This position requires knowledge of DWR's mission, goals, objectives, and operations of the State Water Project; SAP systems, Microsoft computer products, and strong oral and written communication skills. The incumbent must maintain regular, consistent, and predictable attendance. The specific essential duties include but are not limited to the following:</p> <p>40% Conducts engineering studies evaluating SWP programs and projects, to assist in the planning and prioritizing of programs, reporting, and management review. Engineering studies will also include economic feasibility studies depicting financial and quantifiable operational benefits or impacts. Develop annual recommendations to management of planning of SWP and program activities to improve the reliability and operation of the SWP.</p> <p>30% Performs engineering analysis to contribute to the development and implementation of tools utilizing Excel, Power BI, Word, PowerPoint and SAP to further enhance financial reporting within DWR. Participates in the section's effort to analyze delays of projects, budget overruns, and changes in project schedules affecting SWP operations. Develops tracking tools to standardize the monitoring of actual vs. projected expenditures and the distribution of cost among facilities and contractors.</p>			
SUPERVISOR'S STATEMENT:		I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SUPERVISOR'S NAME (Print) Jagdeep Sidhu		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) Vacant		EMPLOYEE'S SIGNATURE ➤	DATE	

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<i>Percent of Time</i>	<i>Activity</i>		
15%	<p>Prepares and implements new processes to develop budgeting protocol in SAP including enhancement to current Project Initiation and Management tools based on fundamental project management and engineering principles. Identifies program modifications to SAP when needed and communicate those changes to the various divisions within the Department. Develops and implements these improvements and communicate them to State Water Project Analysis Office (SWPAO), other divisions, and the SWP contractors. Develops standard reporting for SWP Divisions and management review. SWP expenditures will be tracked and analyzed for input into the Cost Allocation and Repayment Analysis billing system.</p>		
10%	<p>Organizes and assembles SWP budget and expenditure data, in coordination with the Division of Fiscal Services, to prepare clear, concise reports in conjunction with other SWPAO staff within the Project Initiation Unit and the SWP Cost Recovery Section to ensure that SWP contract provisions and project allocations are fulfilled.</p>		
5%	<p>Monitors SWP programs, in coordination with DFS, in accordance with established timetables. Develops status reports and analyzes expenditures within SAP. Presents the results of the studies and analyses to management and SWP contractors in support of DWR's business functions. This may require driving a vehicle on public roadways.</p>		
	<p>SPECIAL REQUIREMENTS</p> <p>This position requires that the incumbent work well with others, and have the ability to accept changes in assignment priority based on operational needs.</p> <p>Must be proficient in Excel. Must have excellent oral and written communication skills. Must be able to work occasional overtime as needed.</p> <p>Must have a valid California Class C license as incumbent will be required to operate automotive vehicles on public roadways to travel to meetings as necessary to perform the requirements of this position.</p> <p>The Department of Water Resources (DWR) is committed to its mission and employees, and we are grounded in our commitment to public safety. DWR offers a hybrid workplace model that is designed to support a workforce of both office-centered and remote-centered workers. Regular and consistent attendance - whether office-centered or remote-centered - is essential to the successful performance in this position.</p> <p>This position is office-centered which means the incumbent works more than fifty percent of their time monthly in the office.</p> <p>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 (DWR) is committed to its mission and employees, and we are grounded in our commitment to public safety.</p>		