

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Engineer, Water Resources		DWR POSITION NUMBER 1960-3137-078,079	SAP POSITION NUMBER 50102176/50102178	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION SWPAO/System Support Unit	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: R09				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) William Voss	SUPERVISOR'S CLASSIFICATION Senior Engineer, Water Resources	
APPROVED BY (Personnel Analyst's Name) Jennifer Greathouse			DATE 9-5-24	
<i>Percent of Time</i>	<i>Activity</i>			
35%	<p>POSITION SUMMARY</p> <p>Under the general direction of the Manager of the System Support Unit, the incumbent performs engineering analyses for research, data collection, reports, tables, costs and financing related to the State Water Project and intricate to maintenance and support of State Water Project Analysis Office Systems (SWPAO Systems). SWPAO Systems comprise Department of Water Resources (DWR) Portfolio and Project Management/Resource Management (PPM/RM), SAP Cost and Billing (CAB), and Business Intelligence/Cross-Modular Reporting (BI/CMR) systems. The incumbent troubleshoots and resolves system defects and assists the development of future system enhancements. The incumbent documents change in functional design specifications and assembles user data, revises or prepares plans, charts, and diagrams, as needed, to prepare new training documentation, maintain existing training documents, and implement a sustained training plan.</p> <p>ESSENTIAL FUNCTIONS</p> <p>The incumbent must have knowledge and experience in project and program planning, cost estimations and allocations, and reporting activities with DWR's SAP systems, especially PPM/RM, CAB and BI/CMR. Must also have knowledge and experience in the project operations of the SWP water and power utility, management of the development and analysis of financing and repayment plans for water supply facilities and understanding of the SWP program control requirements and costing activities. The incumbent is required to possess excellent verbal and written communication skills, work cooperatively with others, maintain consistent, regular, predictable attendance, and exercise good judgment. The incumbent will assist in prioritizing and overseeing related work of consultants and coordinating with SAP Managers, DWR Division Managers, and SWPAO Systems end users. The specific functions are, but are not limited to, the following:</p> <p>Perform studies and calculations to support, plan, manage, lead, and coordinate the financial engineering activities, associated with developing, enhancing, maintaining and operating the SWPAO Systems, including DWR staff and hired consultants. Meet with various levels of DWR's</p>			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) William Voss		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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-continued	<p>staff, including Division Managers, Business Managers, and Subject Matter Experts, in resource and program control, from SWP Divisions and non-SWP Divisions, for the design, development, programming, testing, and implementation of SWPAO Systems enhancements and defect resolution. The position must effectively support the project scope, schedule, and budget for the maintenance and operations activities phase. Assist in making policy or process recommendations to the SWP Planning and Cost Branch Manager regarding changes in specifications to the SWP planning processes and practices to enhance the transparency and reporting of SWP expenditures for the Department, SWP Water Contractors, and stakeholders, and ensure the SAP suite of tools supports updated processes.</p>		
35%	<p>Manage the organizational change the SWPAO Systems enhancements will have on all affected SWP and non-SWP divisions and offices by collaborating with the Financial Management Enhancements Program's Organizational Change Management and Training Team to prepare presentations and documentation outlining design changes, communications to stakeholders and end users, and training including training materials and desktop procedures/aids. Incorporate organizational change management as the SWP digital transformation plan is implemented. Maintain existing SWPAO Systems training material and implement a sustained training plan.</p>		
20%	<p>Provide engineering assistance for the management and integration of the SWP planning processes and supporting tools involving SWPAO Systems providing administrative direction, to ensure the sustainability of SWP financial management. Collaborate with the Division of Technology Services, Division of Fiscal Services, and other SWP Divisions to define the functional business requirements and develop and implement system design changes to support the evolving processes and procedures that strengthen the SWP's internal controls and improve the accuracy of SWP billing.</p>		
10%	<p>Provide engineering assistance for the management and integration of the SWP planning processes and supporting tools involving SWPAO Systems providing administrative direction, to ensure the sustainability of SWP financial management. Collaborate with the Division of Technology Services, Division of Fiscal Services, and other SWP Divisions to define the functional business requirements and develop and implement system design changes to support the evolving processes and procedures that strengthen the SWP's internal controls and improve the accuracy of SWP billing.</p>		
	<p>SPECIAL REQUIREMENTS 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.</p> <p>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>		

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-continued	<p>This position is office-centered which means the incumbent works more than fifty percent of their time monthly in the office.</p> <p>This position requires consistent collaboration with others. Incumbent must pay close attention to detail and be able to work in team environments.</p> <p>Must possess a valid California Driver's License.</p>		