



**Classification:** Water Resources Control Engineer  
**Position Number:** 880-240-3846-093

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 24-240-031	<b>Classification Title:</b> Water Resources Control Engineer	<b>Position Number:</b> 880-240-3846-093
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Water Resources Control Engineer – Emergency Management	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-Time	<b>CBID:</b> R09
<b>Division/Office:</b> Office of Research, Planning, and Performance		<b>Section/Unit:</b> Emergency Management Program (EMP)
<b>Supervisor’s Name:</b> Sarah Ries		<b>Supervisor’s Classification:</b> Senior Environmental Scientist (Supervisory)

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> Danielle Klemencic	<b>Date:</b> 12/18/2024

<b>General Statement</b>
Under the close supervision of a Senior Environmental Scientist (Supervisor) 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 Water Resources Control Engineer (WRCE) as a member of the Water Boards’ Emergency Management Program, helps to provide agency-wide oversight, coordination, training and technical support to improve the Water Boards’ preparedness to respond to and support local recovery from emergency events.
The WRCE will facilitate discussions and make recommendations on setting priorities and policy development; lead and/or participate in internal and external workgroups, task forces, and meetings; lead project teams, track status, and provide regular updates; coordinate internally with Regions, Divisions, and Offices, and externally with federal, state, tribal, and local agencies and other interested parties or stakeholders. The WRCE is required to work independently, be self-directed, work in team



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settings of various sizes, communicate effectively, manage multiple tasks, and exercise good judgment.

The incumbent may be required to travel and work for extensive periods, including weekends and holidays, in time of emergency response activities. During an emergency response, duties may require working long shifts at hours other than the normal work hours. The work environment during an emergency response may vary considerably from the normal work setting.

**Essential Functions (Including percentage of time):**



40%	<p>Serve as EMP's lead liaison for drinking water and wastewater coordination, oversight, and emergency response needs. Provide technical assistance to drinking water and wastewater systems to support emergency management goals including technical support and coordination on water systems' operations. Serve as back up for Division of Drinking Water's (DDW) Emergency Response &amp; Security Program Manager. Participate in the CalOES Warning Center spill notification review rotation for the Emergency Management Program and serve as back up for EMP lead spill coordinator. Fulfill assigned emergency coordination when emergency operation centers are activated. Coordinate, track, and support the work of State and Regional Water Board program managers and staff during emergency operations. Fulfill additional liaison roles as assigned. Assist staff with tracking and prioritizing resource requests during emergencies. Serve as a technical expert and/or Agency Representative in the Incident Command System (ICS) and Standardized Emergency Management System (SEMS). Conduct emergency response activities consistent with ICS and SEMS roles and responsibilities.</p> <p>Provide interagency coordination with DDW's Emergency Response &amp; Security Program Manager, Duty Officers and District Engineers, Regional Board OES Coordinators, other Water Board's Executives, programs and staff. Provide external agency coordination with the California Environmental Protection Agency's (CalEPA) Emergency Response Management Committee (ERMaC), other governmental agencies, nonprofit organizations, mutual aid organizations, and other interested parties to support or facilitate emergency management functions.</p> <p>Represent the Water Boards and serve as technical lead at meetings, workshops, conferences, and public outreach events. Help develop and implement processes and procedures to expand information sharing and training of staff regarding emergency response planning and procedures. Respond to written and verbal inquiries regarding the program's work. Perform administrative duties to support agency-wide emergency planning and response activities.</p> <p>Prepare reports to assess the Water Boards' performance (for example, to protect drinking water and water quality during and after emergency events). Prepare and review informational materials, presentations, and briefings for internal and public emergency response coordinating meetings, public outreach, and social media. Help develop and implement processes and procedures to expand information sharing and cross-training of technical experts.</p>
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25%	<p>Consult on emergency response planning, procedures, and priorities for Water Boards' staff. Develop and review policies, plans, procedures, technical documents, guidance materials, and other resources related to emergency response planning and response activities. Perform legislative and policy analyses of issues related to emergencies. Assist and support State and Regional Board program staff with developing and implementing action plans as well as monitoring and assessment projects. Coordinate and consult with CalEPA and other State agencies to maintain and implement the California Emergency Support Function 10 Plan (related to Hazardous Materials).</p> <p>Perform sensitive, complex, and highly technical engineering studies. Provide technical assistance to the State Water Board's Division of Financial Assistance staff in their review of eligible water system infrastructure and drinking water quality project proposals and implementation plans. Provide technical assistance and review drinking water system infrastructure and drinking water quality project proposals and implementation plans.</p> <p>Conduct assessments utilizing data analysis methods and geographic information systems (GIS) to determine actual or potential impacts to water quality and regulated facilities/activities and communicate that information internally and externally as needed.</p> <p>Serve as a technical resource to guide and support State and Regional Water Board program staff who develop and implement drinking water and water quality monitoring, assessment, and mitigation plans and projects. Research and prepare supporting materials, and work with stakeholders on Water Board initiatives related to water policy and planning activities to best prepare for mitigating the impacts of emergency events to water supply and water quality.</p> <p>Represent the Water Boards in outreach and engagement efforts, including giving presentations, facilitating meetings and workshops, and conducting Tribal consultations. Conduct community and Tribal outreach and engagement, establish and maintain partnerships, and foster open communication for voices from historically underserved and disadvantaged communities, including conducting outreach and analyses and developing findings consistent with Water Code section 13149.2. Conduct programmatic assessments and identify actions to implement the Water Board's Racial Equity Resolution, Racial Equity Action Plan, Human Right to Water Resolution, and Climate Change Resolution in integrated water resource management. In cooperation with the Communications Office and the Office of Public Participation, develop talking points, presentations, and outreach material for members of the media and the public. Clearly convey complex analyses and concepts to diverse audiences and respond to technical and regulatory questions.</p>
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20%	<p>Develop, support and execute emergency related training. Assist with scientific analyses, including experimental and monitoring program design and data analysis and management. Facilitate development and management of analysis tools to assist regional emergency response operational teams to support decision-making and planning.</p> <p>Develop, review, and provide ongoing technical support and maintenance of State and Regional Water Board Emergency Response Plans. Develop After-Action/Corrective Action and Lessons Learned activities including scheduling and conducting After-Action and Lessons Learned meetings, drafting and finalizing After-Actions Reports, and evaluating the Water Boards' response function capabilities to determine gaps and follow-up with corrective action and next step recommendations. Perform administrative and project management duties to support agency-wide emergency planning and response activities.</p>
<b>Marginal Functions (Including percentage of time):</b>	
10%	<p>Develop and maintain data products, GIS tools and resources to support the unit's needs and provide guidance training, and support to State and Regional Water Board staff on leveraging GIS for their emergency coordination activities.</p> <p>Maintain internal and external websites used by the board and regions to support emergency management activities. Update technical resources managed by the Emergency Management Program.</p> <p>Acquire and maintain required emergency management training and certifications.</p>
5%	Perform other duties as required.
<b>Typical Physical Conditions/Demands:</b>	



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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 30 pounds, bend and reach below knees and above shoulders to retrieve objects.

Field work may require occasional walking on uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday. Field work may occasionally require personnel to be outdoors in hot or cold environments for much of the shift and climb ladders and stairs. During emergency activations the incumbent may be required to work in the State Operations Center (SOC), State Agency Emergency Operation Center (EOC)'s or local EOC's or other locations to aid in emergency response and recovery activities.

Staff need to work effectively under stressful conditions; work effectively and cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

While fulfilling an operational assignment it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of commands that you report to while on this interim assignment.

**Typical Working Conditions:**

The incumbent works on the 13th 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. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

The work environment during an emergency response may vary considerably from the normal work setting and may include work at the State Emergency Operation Center, local Emergency Operation Centers and/or field work.



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<b>Supervisor Statement</b>		
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 with a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date