



Classification: Water Resource Control Engineer
 Position Number: 880-250-3846-196

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-250-134	Classification Title: Water Resource Control Engineer	Position Number: 880-250-3846-196
Incumbent Name: Vacant	Working Title: Water Resource Control Engineer	Effective Date: TBD
Tenure: Permanent	Time Base: Permanent	CBID: R09
Division/Office: Division of Water Quality		Section/Unit: Recycled Water and Desalination Unit
Supervisor's Name: Laura McLellan		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: Jonelle Greenwell	Date: 07/19/2024

General Statement	
Under the close supervision of a Senior Environmental Scientist (Supervisory) 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.	
Position Description	
The incumbent conducts independent engineering and technical work to develop and implement the Water Quality Control Policy for Recycled Water (Recycled Water Policy). The incumbent will travel to attend meetings, trainings, conferences, or other program-related events (e.g., public outreach), including occasional overnight travel.	
Essential Functions (Including percentage of time):	
30%	Work as part of an interdisciplinary team to implement the Water Quality Control Policy for Recycled Water (Recycled Water Policy). Prepare public notices, presentations, correspondence, complex reports, and briefing documents with management options and staff recommendations. Work with State and Regional Water Board staff, industry groups, project proponents, and others to streamline permitting of recycled water projects and implement the



	<p>Recycled Water Policy, including assisting in permit revisions and facilitating review of Title 22 Engineering Reports. Identify and determine appropriate responses to comments raised during reviews of draft program documents and tools.</p>
<p>25%</p>	<p>Collaborate with State and Regional Water Board staff and others to evaluate the Water Discharge Requirement (WDR) program and National Pollution Discharge Elimination System (NPDES) program and develop a plan to modernize their operations to address the programs' short and long-term challenges, including improving the tracking of recycled water, electronic submittal of information to comply with recycled water permits, and the development of new and amended statewide general WDRs and/or Water Recycling Requirements to address program needs. Collect and analyze data to support program implementation, including volumetric data, water quality assessments, permit fee data, and compliance reports. Use knowledge and experience in engineering, data science, geographical information systems (GIS), water quality monitoring, and statistical analysis to complete tasks. Prepare correspondence, briefing materials, complex reports, project plans, and outreach and engagement plans that include technical information, regulatory alternatives, and recommendations to management. Develop and manage contracts and grants.</p>
<p>20%</p>	<p>Provide staff engineer support to the Recycled Water and Desalination programs, including salt and nutrient management planning, brackish groundwater desalination project support, and recycled water project support. Compile, organize, analyze, and synthesize data and technical information; summarize findings and recommendations in various media (e.g., briefing documents, fact sheets, technical reports, presentations). Use project management skills to plan, organize, and complete tasks, such as developing project charters, schedules, communication plans, and technical documents. Support the Recycled Water Research Program in the review of research submittals. Develop and update website content.</p>
<p>15%</p>	<p>Take a lead role in preparing for and facilitating meetings and consultations, including with executive management, Regional Water Boards, other local, State, and federal agencies, Tribes, community-based organizations, academics, industry, and members of the public. Develop and give public presentations and briefings. Update website content. Represent the Water Boards in outreach and engagement efforts, including giving presentations, facilitating meetings and workshops, and conducting Tribal consultations. Conduct equitable 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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Marginal Functions (Including percentage of time):	
5%	Track legislative updates and prepare analyses for bills. Prepare and respond to inquiries regarding budget change proposals. Consult with the Office of the Chief Counsel and provide advice to staff and management on the preparation of administrative records for review by the Office of Administrative Law and for petitions submitted to the State Water Board. Analyze proposed legislation that may affect the programs in the Unit. Provide staff support on other projects based on section and Division priorities.
5%	Perform other duties as required.

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 job also requires giving presentations and attending meetings virtually as well as in person. This position requires travel to various locations throughout the state by car, rail, and air to attend meetings, trainings, and site visits.

Typical Working Conditions:

The incumbent is remote-centered and works from home with up to two (2) days per week work in an office cubicle on the 15th floor of a high-rise office building in downtown Sacramento. The work schedule is Monday through Friday. Periodic travel is required locally and within the state, including occasional overnight travel.

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 Name	Employee Signature	Date