



**Classification:** Water Resource Control Engineer  
**Position Number:** 880-300-3846-068

**DUTY STATEMENT**

**CURRENT**       **PROPOSED**

<b>RPA Number:</b> 24-300-173	<b>Classification Title:</b> Water Resource Control Engineer	<b>Position Number:</b> 880-300-3846-068
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Water Resource Control Engineer	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-Time	<b>CBID:</b> R09
<b>Division/Office:</b> Division of Water Rights		<b>Section/Unit:</b> Bay Delta: San Joaquin Section Bay Delta & Special Projects Unit
<b>Supervisor's Name:</b> C. Scott Frazier		<b>Supervisor's Classification:</b> Senior Environmental Scientist (Supervisory)

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

<b>General Statement</b>
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.
<b>Position Description</b>
The Water Resource Control Engineer (WRCE) performs a variety of assignments related to the processing of water right applications and petitions filed with the State Water Resources Control Board's Division of Water Rights, and the development and implementation of updates to the Water Quality Control Plan for the San Francisco Bay/Sacramento-San Joaquin Delta Estuary (Bay-Delta Plan).



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

40%	<p>Assist in Bay-Delta proceedings and projects related to the Bay-Delta Water Quality Control Plan: Develop and evaluate water quality and flow objectives, and programs of implementation, for the Water Quality Control Plan for the Bay-Delta. Evaluate chemical, hydrological, and other related environmental effects of implementing flow and water quality objectives under a variety of scenarios and prepare recommendations. Using engineering knowledge to assist in the preparation and review of environmental documents including Environmental Impact Reports and Substitute Environmental Documents. Serve as primary author for portions of environmental documents related to engineering, water diversions, infrastructure, and related impacts. Review written public comments, scientific articles and papers, and other external input related to Bay-Delta projects for hydrologic, water quality, water rights, and engineering related issues. Prepare appropriate responses and recommendations related to the information received and determine if and how the information may impact the State Water Board's Bay-Delta program. Assist in the analysis of engineering and environmental data supporting modifications of water quality objectives and other Bay-Delta actions. Review position papers, legislative proposals or other publications which address Bay-Delta related issues. Prepare responses or incorporate the information into the State Water Board's Bay-Delta Program as required. Attend conferences and meetings regarding Bay-Delta issues. Describe and explain the State Water Board's Bay-Delta work to members of State and Federal Agencies, Non-Governmental Organizations, and the general public. Attend training as required to enhance and improve job-related knowledge and skills.</p>
15%	<p>Process water right applications and petitions. Duties include reviewing applications and petitions for completeness and compliance with relevant laws and regulations. Identify and document application and petition deficiencies and develop courses of action for correcting deficiencies as necessary to satisfy minimum filing requirements. Work with management, legal counsel, applicants, and petitioners to correct identified deficiencies so that applications and petitions can be accepted for processing. Prepare and distribute public notices of water right applications and petitions. Review protests and comments filed by interested parties for completeness and compliance with filing requirements. Summarize and track protests to facilitate deliberation of issues raised by protest. Prepare and issue routine correspondence to facilitate and document the protest resolution process and related outcomes. Coordinate with water right applicants, petitioners, and other interested parties on efforts to assess water availability and the potential effects of proposed water diversion and use projects on fish, wildlife, water quality, and other aspects of the environment. Prepare written analyses and assessments to inform State Water Board findings on the environmental aspects of pending water right applications, petitions, and related protests.</p>



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15%	Assist with the development and preparation of draft water right decisions, orders, and permits issued on pending water right applications and petitions including terms and conditions, findings of fact, and related background information. Work with external, regulated parties to develop and implement permit and order compliance plans. Conduct routine audits to evaluate compliance with permit and order terms and conditions and related compliance plan provisions.
15%	Participate in multidisciplinary teams of staff responsible for facilitating public, evidentiary hearings before an administrative hearing officer or members of the State Water Board on matters related to issuance of new water rights and modification of existing water rights. Provide technical expertise; advise hearing officers, management and other members of the hearing team on complex and controversial matters related to water diversion and storage operations, environmental impacts, hydrology, water quality, water availability, and related laws, regulations, and policies; assist with the identification and characterization of key hearing issues and the development of hearing notices and other hearing-related documents; develop and maintain hearing records; evaluate hydrologic and engineering testimony and evidence, question witnesses, write staff analyses and decisions, and respond to comments and questions from the public and parties involved in the hearing process; present draft water right decisions, orders, and permits to the State Water Board at public meetings to facilitate board action on pending water right applications and petitions.

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

5%	Maintain water right records and databases; respond to water right inquiries from the public and regulated entities; prepare routine correspondence; prepare written reports and oral presentations to communicate technical information to the State Water Board, executive management, and the public.
5%	Develop and implement work plans for water right permitting and petition projects, including scopes of work and project schedules. Develop and present written and oral reports to update managers and team members on the status of assigned workload.
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. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.



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**Typical Working Conditions:**

The incumbent works on the 14th 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 when the department is mission tasked. Travel may be required locally and within the state on occasion.

**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