

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Engineer, Water Resources		DWR POSITION NUMBER 1840-3137-XXX	SAP POSITION NUMBER 50004920	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DOP/SPB/California Water Plan	
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) Lewis Moeller	SUPERVISOR'S CLASSIFICATION Supervising Engineer, WR	
APPROVED BY (Personnel Analyst's Name) Kimberly Balbuena			DATE 3/6/25	
<i>Percent of Time</i>	<i>Activity</i>			
40%	<p>POSITION SUMMARY Under direction of the Supervising Engineer, Water Resources, in the Division of Planning, Strategic Planning Branch, within the California Water Plan unit, the incumbent will perform average to difficult technical engineering analysis in support of the California Water Plan Update report, work cooperatively with staff and consultant teams, and in close coordination with partner agencies and stakeholders.</p> <p>ESSENTIAL FUNCTIONS This position requires collaboration with a wide variety of Department specialists in Headquarters and Regional Offices; staff of local, state, tribal, and federal agencies; technical consultants; stakeholders; decision-makers; legislative staff; and the general public. This position requires that the incumbent work cooperatively on multi-disciplinary teams as well as independently. Must maintain consistent, predictable attendance, exercise initiative and good judgment, communicate effectively both verbally and in writing, possess good time management skills, and be responsible for completing work assignments on time. The incumbent must have an excellent attention to detail and must be able to present calculations and study results in a clear and logical manner. The incumbent may be required to work on several projects simultaneously.</p> <p>The specific essential duties are: Perform technical engineering analysis for water use and supply and water projects studies. Identify and develop watershed modeling techniques and hydrologic data collection and analysis including use of programming languages such as R or Python. Prepare and edit reports on engineering and planning studies related to current and future statewide water needs for the California Water Plan or a diverse audience. Prepare reporting and visualization of water supply and water use data for distribution via California Water Plan web pages and open data portals.</p>			
SUPERVISOR'S STATEMENT:		I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SUPERVISOR'S NAME (Print) Lewis Moeller		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>		
30%	<p>Obtain, review and incorporate technical content from Department staff, the State Agency Steering Committee, and Policy Advisory Committees into the California Water Plan reports. Develop and implement procedures for the presentation of data collected, including database programming and management, spreadsheet calculations, spatial applications such as ArcGIS, Quality Assurance (QA)/Quality Control (QC) procedures, technical documentation, and metadata development. Participate in technical work groups, both external and internal, to prepare deliverables for the California Water Plan.</p>		
20%	<p>Support multi-agency management teams, inter-departmental, and technical advisory group meetings and team meetings by preparing agendas, presentation materials (Data visualizations, summaries, graphics), scribing, and preparing meeting summaries. Participate in meetings through making presentations, provide meeting technical support, and respond to questions or inquiries. This may require driving a vehicle on public roadways and/or on uneven terrain.</p>		
10%	<p>Assist the section manager in developing agreements and contracts related to the California Water Plan program. Coordinate with DWR's Contract Service Office to develop, track, and amend contracts and agreements including intradepartmental resource agreements.</p>		
	<p>SPECIAL REQUIREMENTS</p> <p>Must possess a valid California driver's license. May require occasional overnight travel.</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.</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>		