

JOB DESCRIPTION AND POSITION CLASSIFICATION

DSC 525 (3-PAGE) (REV. 01/10)

CLASSIFICATION Supervising Engr. (Specialist), Water Resources		POSITION NUMBER 530-001-3258-xxx	MCR 1	RPA # DSC 14-012	
APPOINTEE Vacant	EFFECTIVE DATE	DIVISION/SECTION Planning, Performance and Technology Division			
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input checked="" type="checkbox"/> S09 Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input type="checkbox"/>					
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Carl Lischeske	SUPERVISOR'S CLASSIFICATION Principal Engr., Water Resources		
APPROVED BY (Personnel Analyst's Name) Lynn Borja			DATE 10/10/13		

ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.

POSITION SUMMARY

Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting:
Under the general direction of the Principal Engineer, as a specialist, provides technical engineering advice and consultation on a variety of management-level water supply matters. This position requires thorough knowledge of State water supply programs, operations, policies and procedures. The position also requires strong expertise in various State, Federal and local processes related to planning, implementing, designing, constructing, operating, and/or maintaining water supply facilities, program and projects.

DESCRIPTION OF DUTIES

Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.
20%	Plan, lead and consult with inter-agency and multidisciplinary teams to analyze complex water supply reliability issues for the Delta. Coordinate with technical and managerial staff and key stakeholders from federal, state and local agencies such as USBR, DWR, CA Water Commission and local water agencies on issues, actions, plans and programs related to water supply and the Delta. Provide technical engineering advice to DSC executive management related to these issues and efforts to assist in policy-related decision-making. Brief Council members on related issues and apprise them of interagency efforts to address the issues.
15%	With Principal Engineer work closely with the Chief Deputy in the review of the Bay Delta Conservation Plan (BDCP) including; overseeing preparation of comments and coordinating with federal and state agencies participating in the BDCP. If BDCP is approved, this position plays a key role in integrating the BDCP into the Delta Plan.
15%	Support the Delta Plan Implementation Committee by serving as lead on technical work groups focused on water supply reliability including; processes related to planning, implementing, designing, constructing, operating, and/or maintaining water supply facilities, program and projects as well as surface storage projects or activities. Monitor progress in implementing the Delta Plan: as part of inter-agency team complete development of performance measures to evaluate progress in implementing the Plan. With a focus on water supply reliability coordinate with key agencies to collect information and report progress to Council and Implementation Committee.
15%	With the Program Manager II (Ecosystem Restoration and Land Use) coordinate the Covered Actions regulatory process including; conducting early consultation with local and state agency staff and project proponents to discuss project consistency with Delta Plan policies; under guidance from the Principal Engineer and legal staff prepare analysis and recommendations for the Council in response to appeals; and, provide training to local and state agency staff on the consistency determination system. Serve as a primary point of contact for potential covered actions and requests for early consultation with DSC.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

SUPERVISOR'S NAME (Print) Carl Lischeske	SUPERVISOR'S SIGNATURE ➤	DATE
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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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10%	Review key agency technical, engineering and environmental plans focused on water supply reliability including; processes related to planning, implementing, designing, constructing, operating, and/or maintaining water supply facilities, program and projects as well as surface storage projects or activities. Provide recommendations and/or written comments for Council and DSC Executive management consideration.			
10%	Manage A&E contracts for BDCP review and incorporation into the Delta Plan (if BDCP approved) and implementation of Delta Plan tasks - develop Task Orders, track schedule and deliverables, and approve invoices.			
5%	Undertake special assignments from the DSC's Chair, Executive Officer and Deputy Exec. Officer involving complex tasks related to water supply reliability.			
5%	Provide reports and brief Council as needed at monthly meetings on issues related to water supply reliability and Delta Plan implementation. Organize guest speakers for DSC meetings as required.			
5%	Working closely with Principal Engineer, legal staff and Program Manager II coordinate and develop amendments to the Delta Plan or its regulations.			

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	<p>Desirable Qualifications: Experience working in water supply engineering or water-resource management. Project management skills, excellent communication skills, and the ability to convey complex technical issues and topics to policy and political leaders. Experience working in a multi-agency and stakeholder environment.</p> <p>This position is subject to a financial disclosure: incumbent is required to file Statement of Economic Interests (Form 700).</p> <p>Additional desired qualifications:</p> <ul style="list-style-type: none"> • Knowledge of water supply programs and policies of the state is desirable. • Knowledge of water supply engineering practices is desirable. • Critical reasoning skills and sound judgment is required. <p>Special Personal Characteristics:</p> <ul style="list-style-type: none"> • Ability to work productively in a demanding environment • Possess strong organizational skills • Show initiative in recommending courses of action and being proactive • Willingness and ability to accept increasing responsibility and demonstrate capacity for development • Ability to interact with various levels of staff, management, stakeholders and implementing agencies in a professional and courteous manner <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Manage multiple priorities effectively and meet deadlines • Meet short processing timelines when necessary • Handle varying and sometimes large workload volumes • Ability to remain calm during stressful situations • Ability to effectively handle multiple tasks and changing priorities. <p>SPECIAL REQUIREMENTS Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers is required.</p> <p>SUPERVISION RECEIVED The incumbent works under direction from the Lead Engineer, Delta Plan Division.</p> <p>SUPERVISION EXERCISED None</p>		