

JOB DESCRIPTION AND POSITION CLASSIFICATION

DSC 525 (2-PAGE) (REV. 01/10)

CLASSIFICATION Supervising Engineer, Water Resources		POSITION NUMBER 530-001-3258-00x	MCR 1	RPA # DSC14-025
APPOINTEE Vacant		EFFECTIVE DATE	DIVISION/SECTION Delta Stewardship Council/Delta Plan	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input checked="" type="checkbox"/> S09 Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input type="checkbox"/> Rank and File BU:				
RESPONSIBILITIES EXERCISED <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Cindy Messer	SUPERVISOR'S CLASSIFICATION Deputy Executive Officer	
APPROVED BY (Personnel Analyst's Name) Lynn Borja			DATE 4/1/14	
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 Deputy Executive Officer, the Supervising Engineer, WR, oversees the Water Resources & Risk Reduction section in Planning, Performance and Technology Division in the implementation of the Delta Plan. Serves as a Lead Engineer with expertise in water supply reliability, water quality, flood management, levees and/or infrastructure. Provides engineering leadership in the development and integration of water resources, flood management and infrastructure policy approaches.				
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.			
40% (E)	Plans, organizes, and directs the work of a high-level interdisciplinary team of two senior-level engineering specialists and several contract employees in the implementation of policies and strategies for water supply reliability, water quality, flood management, levees and other infrastructure for the Delta Plan to meet the goals and objectives of the Delta Reform Act of 2009. Advises executive management on strategies, policies, and recommendations for implementing and updating the Delta Plan. Works with the Deputy EO in the integration of policy approaches in broad technical areas to ensure the co-equal goals of statewide water supply reliability and Delta ecosystem restoration are met in a manner that protects and enhances the Delta as an evolving place. Coordinates closely with the Program Manager II regarding the implementation of Delta ecosystem restoration, land use planning, science integration, and adaptive management as it relates to the Delta Plan. Working closely with the Deputy EO, legal staff and Program Manager II coordinate and develop amendments to the Delta Plan or its regulations. Develop and maintain a highly skilled professional staff to meet the Council's mission through: assigning and distributing work, monitoring and evaluating performance, preparing annual A&D reports, determining training needs and approving training requests, implementing the three phases of progressive discipline, verifying and approving employee's attendance and leave requests, interviewing and hiring qualified employees, understanding employee's rights with regards to labor relations, and leading by example.			
15% (E)	As part of the Covered Actions regulatory process; participates in and coordinates, as needed, early consultation with local and state agency staff as well as project proponents. With assistance from legal staff directs preparation of analysis and recommendations for the Council in response to appeals on covered actions. Advises Delta Plan staff and informs Executive Management on proposed covered actions related to water supply reliability, flood management, levees and other infrastructure in the Delta. Reviews and analyzes complex policy, environmental and engineering documents of other agencies for consistency with the Delta Plan.			
15% (E)	Works closely with the Chief Deputy and the Supervising Engineer (Specialist) in the review of the Bay Delta Conservation Plan (BDCP) including; assisting in the 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.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Cindy Messer		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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10% (E)	Assists the efforts of the Delta Plan Interagency Implementation Committee by leading or participating in inter-agency technical teams related to water supply reliability, water quality, flood management, levees and other infrastructure in the Delta. Technical teams may also include a focus on implementing performance measures included in the Delta Plan.			
10% (E)	Working closely with the Deputy EO, coordinates with stakeholders in the areas of water supply reliability, water quality, flood management, levees and other infrastructure to identify and resolve issues of disparate understanding and interpretation of the Delta Plan and Delta Reform Act, using interest based negotiation and conflict resolution techniques, as appropriate. This may include, but is not limited to developing, leading, or coordinating: 1) public workshops; 2) collaborative work groups with federal, State, and local governments and stakeholders; and 3) advising decision makers at the highest management levels. This may require driving a vehicle on public roadways or travel to remote areas.			
5% (E)	Represents the DSC before a broad variety of State, federal, local, regional, public, and private interest groups. Prepares staff reports and makes presentations to the Council at monthly public meetings on issues related to water supply reliability, water quality, flood management, levees and other infrastructure in the Delta.			
5% (M)	Actively seeks out, develops and maintains productive working relationships with local, state and federal agency staff and management at a similar level within their perspective agencies and who work in programs that are instrumental in implementing the Delta Plan.			
	<p>Desirable Qualifications: Experience working in the areas of water policy, water-resource management, flood management including levees or other infrastructure. Program management and supervisory experience and skills, excellent communication skills, and the ability to convey complex technical and policy issues and topics to policy and political leaders. Experience working in a multi-agency and stakeholder environment.</p> <p>Special Personal Characteristics:</p> <ul style="list-style-type: none"> • Ability to work productively in a demanding environment • Ability to meet short processing time lines when necessary • Possess strong organizational and communication 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>Special Requirements:</p> <ul style="list-style-type: none"> • This position requires an active California professional registration in civil engineering. • Must possess a valid California diver's license. • Subject to financial disclosure under conflict of interest code. 			