



Classification: Engineer Geologist
 Position Number: 880-140-3756-043

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-140-075	Classification Title: Engineering Geologist	Position Number: 880-140-3756-043
Incumbent Name: Vacant	Working Title: Engineering Geologist	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: R09
Division/Office: Los Angeles Regional Water Quality Control Board		Section/Unit: Underground Storage Tank/Los Angeles Coastal Unit
Supervisor's Name: Weixing Tong		Supervisor's Classification: Senior Engineering Geologist

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement	
Under the close supervision of the Senior Engineering Geologist over the Underground Storage Tank (UST) Section, and consistent with good customer service practices and the goals of the Water Boards' Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal/external customer input when completing work assignments.	
Position Description	
The incumbent performs complex professional engineering geologic work and hydrogeologic analysis related to groundwater quality. The incumbent will participate in the collection of hydrogeologic data, as well as data management and analysis. The incumbent is also responsible for technical and procedural guidance.	
Essential Functions (Including percentage of time):	
45%	For Water Board's UST, site remediation, and oil and gas cases, interpret detailed geologic cross-sections, geophysical logs, and other information to assess hydrogeology and geology at oil and gas production areas. Review and interpret monitoring plans to assess groundwater quality associated with oil and gas related activities. Review, interpret, and report water quality, geologic, land use, and other data to identify trends in statewide groundwater quality and



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	susceptibility. Review results of groundwater studies and evaluate for technical validity. Review and make recommendations to management regarding groundwater monitoring exemption requests submitted by oil and gas operators. Prepare oral and written accounts of findings and determinations in presentations for management, Board Members and the public.
25%	Perform complex data analyses, data management and layout preparation using geographic information systems. Incorporate the analysis of data into reports and responses to interested parties. Utilize the GeoTracker, Groundwater Ambient Monitoring and Assessment (GAMA) database to access pertinent data to incorporate in various reports to meet regulatory reporting requirements.
15%	Perform fieldwork assignments including sampling of domestic wells and monitoring wells which may be associated with other Regional Board programs including the GAMA program. Perform inspections of water well sampling and oil and gas production operations. Conduct field audits of property owner requested water sampling associated with oil and gas production activities for Water Board's UST, site remediation, and oil and gas cases.
10%	Participate in public outreach related to water quality. Respond to requests for information from the public, Regional Water Boards, State Water Board management, dischargers, and the Legislature. Prepare routine correspondence, and performs related duties as assigned.
Marginal Functions (Including percentage of time):	
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. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 50 lbs, standing/sitting for long periods of time, etc.	
Typical Working Conditions:	
The incumbent works on the 2 nd floor of a 10-story office building in downtown Los Angeles, in a non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. The work schedule for the incumbent is a hybrid schedule with a minimum of two in-office days a month. The presence in the office is subject to operational needs and may change per management direction. Travel may be required locally and within the state.	



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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
Weixing Tong		

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

YES **NO**

Employee Name	Employee Signature	Date