

DUTY STATEMENT **CURRENT** **PROPOSED**

RPA Number: 24-SMRP-531	Classification Title: Senior Hazardous Substances Engineer	Position Number: 810-514-3725-001
Incumbent Name:	Working Title:	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Division/Office: Site Mitigation and Restoration Program	Section/Unit: Cypress	Reporting Location: Cypress
Supervisor's Name: Nicholas Ta	Supervisor's Classification: Sr. Environmental Scientist (Sup)	CBID: R09
Confidential Designation: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Position Telework Eligible: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supervision Exercised: <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

Human Resources Use Only:**HR Analyst Approval**

HR Analyst Name	HR Analyst Signature	Date
Katie Elizalde	<i>Katie Elizalde</i>	06/19/2024

General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

Under the general direction of a Senior Environmental Scientist (Supervisory) (Unit Chief) in the Site Mitigation and Restoration Program (SMRP), the Sr. HSE works as a lead project manager, and oversees, prepares, reviews and comments on technical documents prepared by others for site investigations and cleanup actions; serves as a project manager for more complex projects; and acts as a technical advisor to the Unit Chief. This position is designated to the needs of the site investigation and remediation program. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):

25%	<p>Project Management</p> <p>Plans and manages a workload consisting of multiple projects with sometimes conflicting deadlines to ensure all assignments are completed on time and within budget. Prepares and maintains accurate project schedules to facilitate allocation of resources. Draft detailed statement of work, and cost estimate for legal consent orders and agreements. Prepares estimates for oversight costs for each assigned project and follows up with the Responsible Parties to ensure payment of invoices on billed activities. Routinely updates and maintains project information in DTSC's EnviroStor database, including uploading major milestone documents to EnviroStor on a timely basis. Maintains site files and databases for internal and external use. Communicates, internally and externally, the status of assignments, recommendations, or issues and prepares clearly written documents. Conducts assignments in a project team environment by providing information and coordinating project work with other team members. This includes participating in team-based decision-making, respectfully resolving disputes, and maintaining an environment of trust. Manages or reviews the most complex cleanup sites. Independently manages and reviews the non-technical aspects of investigation and remediation tasks including assesses and tracks proposed project schedules and regulatory developments; develops, negotiates, and manages contracts, scopes of work, work orders, field orders, and change orders; develops and reviews cost estimates and standards of performance; evaluates contractor performance and deliverables; and organizes and manages project data. Manages resources by providing resource estimates, and coordinates with support staff, other agencies, and project contractors to ensure timely completion of project milestones. Manages project schedules and resources, and records information in EnviroStor database. Coordinates with staff in the Office of Environmental Equity to implement public participation and notification requirements and to coordinate tribal consultation. Tracks project budgets and cost recovery activities including identification of RPs; reviewing oversight billings and follow-up with RPs; and supporting legal proceedings such as case development and providing testimony at court hearings.</p>
25%	<p>Site Investigation</p> <p>Provides reviews/comments to project managers and management on the engineering and technical aspects of investigation and remediation tasks. Independently evaluates assessment of complex site data and site investigation details and makes recommendations for further actions. Provides engineering and regulatory expertise in the evaluation and cleanup of hazardous substance release sites under the CERCLA process, RCRA or State corrective action process, or one of the processes under the California Health and Safety Code to ensure applicable laws are followed. Evaluates the effectiveness of the remedial actions and determines if remedial actions have been appropriately implemented; oversees development and implementation of operations and maintenance plans and associated agreements; and conducts site inspections and Five-Year Reviews. Provides technical support on various other soil and or groundwater investigation and/or remediation activities (e.g., RI, FS, California Environmental Quality Act (CEQA), EAP superfund program, Remedial Design, operation, and maintenance, etc.), as necessary.</p>
10%	<p>Contracts/Task Orders</p> <p>Leads in the procurement of state contractors. Develops cost estimates and tasks to be conducted. Assists in the preparation of funding requests and negotiates site-specific contracts. Provides necessary documentation to finalize site-specific contracts. Prepares work orders/field orders, conducts contract oversight, processes invoices, and closes-out site-specific work orders or contracts. Interfaces and coordinates with Contract Analyst and Budget and Contract Unit staff to ensure work complies with DTSC, Department of General Services and, if applicable, federal contracting requirements. Reviews contractor performance recommends approval for field change orders and work orders, and reviews invoices for accuracy. Prepares or assists in the preparation of detailed cost estimates for all phases of hazardous substances investigations and cleanups. Oversees the development and implementation of task orders. Monitors and manages contract budgets to ensure funds are being utilized as planned and to prevent overages; and maintains files as necessary.</p>

<p>10%</p>	<p>Field Oversight Drives to sites and conducts site visits and inspections to verify compliance with approved applications, workplans, specifications and technical procedures. Prepares reports on the results of such visits and inspections. Prepares memos, letters, and reports on technical issues or task progress. Responds to inquiries from DTSC management, the public, site owners or operators, other government agencies and the Legislature. Consults with management on the most complex projects regarding methods and location for hazardous substances handling, processing, disposal, and resource recovery systems for the protection of the public health, air, water, and land from pollution. Performs technical review of site activities with project managers and support staff to assure quality and consistency in investigative techniques and cleanups. Prepares and provides clear and concise technical presentations to management, external stake holders at public hearings, meetings, and workshops.</p>
<p>10%</p>	<p>Technical Consultant and Document Preparation Prepares weekly and week-ahead reports; responds to internal DTSC email requests and assignments; participates in assigned special projects and workgroups; serves as technical resource person on assigned topics; participates in the maintenance of technical resource library as applicable; and maintains project files</p>
<p>10%</p>	<p>Mentoring In a lead capacity, reviews the technical work of lower-level staff within the unit. Coordinates technical activities with others to ensure consistent approaches and methodologies are used and provides staff training and mentorship on the site mitigation process, procedures, and regulatory requirements</p>
<p>5%</p>	<p>Administrative Duties Performs administrative duties including, but not limited to adherence to DTSC policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date. Follow DTSC information technology department instructions and adhere to IT requirements.</p>
<p>Marginal Functions (Including percentage of time):</p>	
<p>5%</p>	<p>Other Related Duties Other related duties include but are not limited to: providing technical support for other DTSC sites or projects as directed. I. Performs special assignments and/or participates in workgroups related to SMRP technical/policy issues. And provide technical presentations to the general public and to other state, local and city agencies as needed.</p>
<p>Typical Physical Conditions/Demands:</p>	
<p>This position requires working in the field and may include work at sites with rough or inaccessible terrain, working outside in inclement weather conditions, and travel to sites anywhere in California. Potential exposure to toxic or hazardous materials. Use of personal protective equipment may be required. Driving to sites and off-site meetings is required. If travel is required, it will be by state vehicle, commercial carrier or rental vehicle, whichever method is in the best interest of the state. The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. Individually able to transport up to 20 pounds.</p>	
<p>Typical Working Conditions:</p>	
<p>Occasional overnight travel required. Works in a cubicle environment in a multi-story building using a variety of office equipment, e.g., computers, copiers, etc. On an as-needed basis, work outside normal work hours, including evenings and weekend.</p>	
<p><u>Personal Contacts</u></p>	
<p>This position will have daily contact with DTSC staff, state and federal agencies, local government representatives, and the public in person, via email/telephone, or videoconferencing.</p>	

Special Requirements of Position (Check all that apply):

- Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- Duties require participation in the DMV Pull Notice Program.
- Performs other duties requiring high physical demand. (Explain below)
- Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- Other (Explain below)

Explanation:

Enrollment in the DMV Pull Program and a valid California Driver’s License are required. Maintenance of field certification, current annual medical monitoring, 40-hour HAZWOPER, annual DTSC HAZWOPER refresher, biennial first aid/CPR/AED, and defensive driving is required. Additional DTSC supervisory HAZWOPER training and certification will be optional but highly desirable. Attends meetings, hearings, and works with staff statewide to complete projects and work assignments on a weekly, monthly, or bi-monthly basis depending upon complexity of project or work assignment. Applies laws, regulations, policies, and procedures governing the management of hazardous waste in California. Analyzes complex regulatory issues and provides sound technical recommendations to management and staff within DTSC.

Incumbent must be highly proficient with: Microsoft Office Suite programs, i.e., Excel (including data management, analysis, and graphing), PowerPoint, Word, MS Project; Additional knowledge of commonly used software for GIS, statistical analysis, groundwater modeling is desirable. Must have the ability to: research, analyze, and interpret data; strong writing and editing skills, and the ability to present ideas, develop solutions, and effectively communicate information verbally, graphically and in writing; develop and maintain collaborative working relationships with management, staff, and client; and to complete assigned work, review for accuracy and maintain confidential data.

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 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 reasonable accommodation to perform the essential functions of this position?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Employee Name	Employee Signature	Date