



Classification: Senior Engineering Geologist
(Supervisory)
Position Number: 880-157-3751-011

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-157-018	Classification Title: Senior Engineering Geologist (Supervisory)	Position Number: 880-157-3751-011
Incumbent Name: Vacant	Working Title: Unit Chief – Cannabis Regulatory Unit	Effective Date: TBD
Tenure: Permanent	Time Base: Full-time	CBID: S09
Division/Office: Central Valley Regional Water Quality Control Board/Redding		Section/Unit: Cannabis Regulatory Unit
Supervisor’s Name: Angela Wilson		Supervisor’s Classification: Supervising Engineering Geologist

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement	
Under the general direction of a Supervising Engineering Geologist and consistent with good customer service practices and the goals of the State and Regional Board’s Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.	
Position Description	
The Senior Engineering Geologist (Sr. EG) is responsible for all aspects of establishing and managing a newly allocated team of technical staff in pursuit of program goals. The Sr. EG is required to work in a team environment as well as independently, communicate effectively, manage multiple tasks and contribute to the Board’s Cannabis Regulatory Program.	
Essential Functions (Including percentage of time):	
45%	Hire, train, mentor, supervise, organize, direct, and coordinate the technical and policy work of the Cannabis Regulatory Unit in the Redding office. Management and supervisory responsibilities include hiring, training, mentoring, evaluating, and correcting Unit staff performance to ensure effective, high-quality work. Provide frequent feedback and prepare regular performance evaluations for all Unit staff. Assist interested staff in developing annual



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	<p>Individual Development Plans (IDP).</p> <p>Prepare and review environmental and geological documents in compliance with various state and federal laws and State and Regional Board regulations and policies. Establish priorities and manage staff assignments and schedules to accomplish program work plan commitments considering capabilities, strengths and career goals. Coordinate and participate in outreach efforts to ensure dischargers and other stakeholders are educated in compliance pathways. Use geological scientific knowledge and technical expertise to provide rigorous technical review, edit, and perform Quality Assurance (QA)/Quality Control (QC) of staff correspondence. Contribute to the modification of existing, and the development of new, streamlined regulatory and administrative processes for the program.</p> <p>Additional responsibilities include providing oversight for staff development of outreach and permitting enforcement strategies, conducting inspections, case handling, and compliance and enforcement activities. Review correspondence, technical memoranda, inspection reports, waste discharge requirements, and proposed enforcement actions prepared by Unit staff for readability, accuracy, technical content, compliance with applicable laws and regulations, and conformance with Regional Water Board policies and priorities.</p>
25%	<p>Review and develop annual Unit and individual work plans and evaluation systems to track group and individual progress in meeting annual performance measures and work plan priorities. Oversee priority projects assigned to program staff within the Unit. Provide guidance, support and oversight of projects to ensure timely completion/execution in accordance with the annual program work plan. Conduct field inspections by travelling to and navigating uneven, rugged terrain for extended periods of time during a working day, in extreme weather conditions.</p>
20%	<p>Communicate effectively with law enforcement representatives, growers, landowners, consultants and the public in oral and written form. Represent the Regional Water Board in various matters related to the work of the Unit and general water quality topics. Prepare board agenda items in accordance with policies and procedures. Participate in and provide oral presentations in public settings. Provide clarification and/or interpretation of State and Region Water Board policies. Coordinate inspection, mitigation and enforcement activities with law enforcement. Participate as part of the Redding management team in our on-going efforts to continuously ensure a healthy, productive, high-functioning office.</p>
Marginal Functions (Including percentage of time):	
5%	<p>Complete assignments and duties necessary or desirable to carry-out the mission of the Board, including, but not limited to serving on appropriate committees, speaking at public forums, and meeting with the public and other interested parties.</p>
5%	<p>Perform other duties as required.</p>
Typical Physical Conditions/Demands:	



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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. For field work, the incumbent must navigate uneven, rugged terrain outdoors for extended periods of time, in extreme temperatures and weather conditions throughout the workday, carry more than 25 lbs, standing/sitting for long periods of time, etc.

Typical Working Conditions:

The incumbent works on the 2nd floor of an office building located in Redding, in an office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required locally and within the state.

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 Name	Employee Signature	Date