



Classification: Supervising Engineering Geologist
 Position Number: 880-250-3748-XXX

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-250-027	Classification Title: Supervising Engineering Geologist	Position Number: 880-250-3748-XXX
Incumbent Name: Vacant	Working Title: Underground Storage Tank & Site Cleanup Programs Section Manager	Effective Date: September 2024
Tenure: Permanent	Time Base: Full-Time	CBID: S09
Division/Office: Division of Water Quality / Groundwater Quality Branch		Section/Unit: Underground Storage Tank & Site Cleanup Programs Section
Supervisor's Name: Annalisa Kihara		Supervisor's Classification: Assistant Deputy Director, Principal Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval: Alexandra Ruiloba-Olah	Date: September 19, 2024

General Statement
Under the general direction of the Assistant Deputy Director of the Groundwater Quality Branch, the Supervising Engineering Geologist will serve as the manager of the Underground Storage Tank (UST) & Site Cleanup (SCP) Programs Section and direct the activities of a multidisciplinary staff of employees. As part of direct supervision, the incumbent works to expand employee and organizational skills and may act as the Groundwater Quality Branch Manager in their absence. Consistent with good customer service practices 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



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The Supervising Engineering Geologist serves as the Manager of the UST and SCP Programs Section in the Groundwater Quality Branch in the Division of Water Quality and will lead multidisciplinary teams implementing hydro geological and geological principles to ensure that the activities they oversee are protective of surface water quality, groundwater quality, and public health.

Essential Functions (Including percentage of time):

30%	<p>Responsible for direct supervision and mentoring of two Senior Engineering Geologists and one Senior Environmental Scientist, establishing program goals, priorities, and milestones. Use geologic knowledge and technical expertise to provide oversight for the planning, organizing, staffing, and directing of UST and SCP programs and statewide Per- and Polyfluoroalkyl Substances (PFAS) actions. Responsible for implementation of the program management activities, including tracking of output production and time and other resource expenditures as well as priority setting and resource redirection for the Section. Responsible for administration and effective implementation of the United States Environmental Protection Agency (USEPA) federal grant work plans; and using geologic interpretation and professional judgment, direct the program activities of three Units (UST Leak Prevention/Licensing Unit, UST Cleanup/GeoTracker Unit, and Site Cleanup & Department of Defense [DOD] Unit). Responsible for integrating and coordinating program implementation with the Regional Water Quality Control Boards (Regional Water Boards), USEPA, California Environmental Protection Agency (CalEPA), and Department of Toxic Substances Control among others. Work with the Deputy Director and Assistant Deputy Director to implement the Board's Racial Equity Action Plan, cultivating an inclusive organizational culture and nurturing an enhanced dedication to upholding a resilient and adaptable framework, essential for effectively addressing the challenges and demands of a dynamic work environment.</p>
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20%	<p>Use sound geologic logic and professional judgment to direct the work of the Site Cleanup/DOD and the UST Cleanup Programs. Track progress of cleanups statewide including cost recovery programs. Provide program direction and oversight for evaluation of the cases of water quality degradation and case prioritization and closures. Use sound geologic logic and professional judgment to provide technical oversight review of geologic profiles, cross sections, structure maps, charts, and graphs for cleanup cases that have been denied case closure, and responses to geological reports pertinent to the design, construction, maintenance, and use of soil, groundwater and vapor remediation systems. Coordinate with Regional Water Boards to optimize program implementation to support source water and human health protection. Act as a voting member to the CalEPA's Site Designation Committee in the Site Cleanup/DOD Program. Provide geological engineering expertise and technical information and guidance to Regional Water Boards, local oversight program agencies, and the public on site investigation and cleanup of leaking UST sites. Lead statewide coordination and effective implementation of the Low-Threat UST Closure Policy. Participate in the discussion and resolution of the technical disputes amongst the oversight agencies and stakeholders in making site closure determinations. Direct technical staff in the management and statewide support of the GeoTracker system and coordinate contract management with the Division of Information Technology. This includes interfacing with the software vendor and other relevant programs in the Division of Water Quality to ensure that GeoTracker meets evolving programmatic needs and that the program staff are providing statewide technical assistance and support to the Regional Water Boards and public.</p>
10%	<p>Oversee the work of the UST Leak Prevention Program and use geologic interpretation and professional judgment in developing regulations and policies and evaluating construction and design standards; and provide engineering geological information and guidance to Certified Unified Program Agencies (CUPAs) for implementation of the UST leak prevention and detection program. Provide support to the UST Leak Prevention Unit Chief overseeing the work of the staff conducting CUPA evaluations and coordination with the CalEPA. Responsible for the effective implementation of the federal and State UST construction and inspection requirements.</p>
10%	<p>Oversee statewide management of the technical and administrative efforts related to PFAS investigations, evaluations, and regulatory responses.</p>



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10%	<p>Represent the Water Boards in outreach and engagement efforts, including giving presentations, facilitating meetings and workshops, and conducting Tribal consultations. Conduct equitable community and Tribal outreach and engagement, establish and maintain partnerships, and foster open communication for voices from historically underserved and disadvantaged communities, including conducting outreach and analyses and developing findings consistent with Water Code section 13149.2. Conduct programmatic assessments and identify actions to implement the Water Board’s Racial Equity Resolution, Racial Equity Action Plan, Human Right to Water Resolution. In cooperation with the Communications Office and the Office of Public Participation, develop talking points, presentations, and outreach material for members of the media and the public.</p>
10%	<p>Develop partnerships and effectively work with diverse groups, including interagency partners, Tribal representatives, and interested parties. Convene and manage interagency coordination groups and coordinate with interagency partners. Participate and provide program updates in meetings including but not limited to board briefings, information items, board items, Water Board program round tables public meetings, hearings, and workshops. Clearly convey complex analyses and concepts to diverse audiences and respond to inquiries from members of the public and interested parties.</p>

Marginal Functions (Including percentage of time):

5%	<p>Conduct analyses of program resources, formulate program work plans, and develop Budget Change Proposals and Finance Letters. Monitor pending legislation that impacts groundwater protection efforts and analyze legislative bills for programmatic impacts and resource needs. Provide guidance and direction to staff on compliance with recruitment policies and procedures.</p>
5%	<p>Perform other duties as required.</p>

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. The job also requires giving presentations and attending meetings virtually as well as in person. This position requires travel to various locations throughout the state by car, rail, and air to attend meetings, trainings, and occasional site visits.

Typical Working Conditions:

The position is eligible for partial remote work with periodic travel and at least two days a week at the headquarter office. When in office, the incumbent works in an office on the 15th floor of a high-rise office building in downtown Sacramento. The work schedule is Monday through Friday. Periodic travel by car and airplane locally and within the state is required, including occasional overnight travel.

Supervisor Statement



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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