



Classification: Supervising Engineering Geologist
 Position Number: 880-550-3748-005

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-550-098	Classification Title: Supervising Engineering Geologist	Position Number: 880-550-3748-005
Incumbent Name: Vacant	Working Title: Supervising Engineering Geologist	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: S09
Division/Office: Division of Financial Assistance		Section/Unit: Cleanup Accounts Section
Supervisor's Name: Adrian Perez		Supervisor's Classification: C.E.A.

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement

Under the general direction of the Assistant Deputy Director 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 Supervising Engineering Geologist is responsible for managing, supervising, and directing the Cleanup Accounts Section.

Essential Functions (Including percentage of time):



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40%	<p>Manage, supervise, and direct the work of the Cleanup Accounts Section. Plan and organize critical assignments involving complex technical scientific issues. Provide policy guidance, including development and maintenance of guidelines for the special programs. Analyze legislation. Present information on programs at public meetings and workshops. Administer the following programs and manage the professional teams that implement two programs created by Senate Bill (SB) 445, the Site Cleanup Subaccount Program (SCAP) and the Expedited Claim Account Program (ECAP). Direct and has charge of critical, sensitive public health and environmental productivity; accountability for timely completion of program objectives; and submittal of satisfactory products. Is responsible for operational planning and assigning of projects; budgeting for time and funds; staff development; reviewing and evaluating the program performance and achievements of each program, and preparation of associated administrative reports; coordinating each program's activities with other technical and administrative support units and their activities; formulates and administers policies; represents the State Water Board in compliance negotiations, policy implementation, performance evaluation, program budgeting, and strategic planning; and related work.</p>
40%	<p>The incumbent provides significant engineering geology expertise in role of overseeing and directing the functions of technical staff responsible for evaluation of projects for the investigation and cleanup for the mitigation of significant human health or environment harm. Project evaluations include, but are not limited to assessment of groundwater contamination, and technical groundwater treatment for cleanup. Recommend projects for each of the two technical funding programs, providing substantial basis to support recommendations in response to competing interests and technical proposals.</p>
Marginal Functions (Including percentage of time):	
15%	<p>Assists in the development of Cleanup Fund Branch policies. Prepares regular program information updates; plans and coordinates stakeholder outreach; and represents the State Board at public meetings, workshops, and conferences to assure proper and uniform application of the Board's policies, regulations, and requirements. Acts for the Assistant Deputy Director in their absence and assists the Assistant Deputy Director in responding to complex and/or sensitive inquiries from high-level sources such as the Deputy Director, the Executive Director, Board members, Cal/EPA, the Governor's Office, and the Legislature. Coordinates with other State Water Board Divisions and offices, Regional Water Boards, other state and local agencies, and the U.S. Environmental Protection Agency (EPA) involving projects and program status, policy interpretations, and recommendations. Serves as a liaison with the Office of Legislative Affairs, Office of Chief Counsel, and Office of Enforcement.</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 a 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, work in inclement weather and travel in a vehicle or other mode of transportation for up to ten hours. Occasionally, navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 20 pounds, standing/sitting for long periods of time, etc.

Typical Working Conditions:

The incumbent works in a high-rise office building. The work schedule is Monday through Friday. Telework and hybrid workspace options may be available based on operational needs. Travel may be required.

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