



**Classification:** Supervising Engineering Geologist  
**Position Number:** 880-240-3748-001

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 24-240-027	<b>Classification Title:</b> Supervising Engineering Geologist	<b>Position Number:</b> 880-240-3748-001
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Assistant Director	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full time	<b>CBID:</b> S09
<b>Division/Office:</b> Office of Sustainable Groundwater Management (OSGM)		<b>Section/Unit:</b> Office of Sustainable Groundwater Management (OSGM)/ Sustainable Groundwater Management Act (SGMA) Unit
<b>Supervisor's Name:</b> Natalie Stork		<b>Supervisor's Classification:</b> Director, CEA A

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> Danielle Klemencic	<b>Date:</b> 10/29/2024

<b>General Statement</b>
Under the direction of the Career Executive Assignment (C.E.A) A 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.
<b>Position Description</b>
The Supervising Engineering Geologist is responsible for assisting with directing and overseeing the Office of Sustainable Groundwater Management (Office) responsible for implementation of the State Board's roles under the Sustainable Groundwater Management Act (SGMA).
<b>Essential Functions (Including percentage of time):</b>



**Classification:** Supervising Engineering Geologist  
**Position Number:** 880-240-3748-001

35%	<p>Legislature enacted SGMA in 2014 to address the harm caused by groundwater overdraft and move California towards sustainability in a way that defers to local initiatives, where they are sufficient. Apply knowledge of California state and local government, best practices in public administration, the coordination of natural resource use, and surface and groundwater rights to design, implement, and analyze policies related to water use and management. Use diplomatic skills and enforcement authorities to make progress towards sustainable groundwater management through engagement in complex disputes related to groundwater management. Implement SGMA in ways that advance state interests and complement state efforts, such as those related to racial equity, climate change, public trust obligations, and the state's human right to water policy. As appropriate, intervene where Groundwater Sustainability Agencies (GSAs) are unable or unwilling to sustainably manage groundwater. Advise the State Board and others in state government on matters related to groundwater, including water quality, drinking water, and water rights. Prepare technical and policy options memos relating to implementation of the SGMA, sensitive correspondence, and other written materials to support staff recommendations or provide information requested by the Director or Executive leadership. Coordinate with groundwater users, media, and state, local, tribal, federal, and non-governmental entities or individuals involved in or affected by SGMA implementation (such as farmers and communities with wells), as appropriate, especially the California Department of Water Resources and other programs of the State and Regional Water Boards. Act as an expert witness, advisor, or advocate in State Board or court actions. Oversee implementation of the State Board's SGMA fees.</p>
20%	<p>Use engineering geology judgment and knowledge of California groundwater basin hydrogeology to oversee water resources and hydrogeologic investigation and planning work, including design and assessment of water resource management and planning studies, investigation of surface water and groundwater interaction, delineation of groundwater bodies, assessment of groundwater level trends and overdraft, assessment of surface water flows and surface water availability, measurement and estimation of pumping rates and volumes, determination of sustainable yield, design and assessment of aquifer testing plans, and analysis of water transfer plans. Oversee staff and contractors develop and conducting modelling of groundwater quantity, quality, and surface water interactions. Seek input from potentially impacted or relevant parties, as appropriate, in the evaluation of groundwater and surface water conditions and the development and implementation of groundwater management approaches. Assist stakeholders in developing, evaluating, giving feedback on, and implementing water resource monitoring and management strategies in alignment with SGMA.</p>
20%	<p>Assist with directing and supporting the employees in the office. Maintain a highly skilled team in the office through hiring, employee development, and corrective actions, as needed. Foster and support professional development. Conduct annual staff reviews and prepare probationary reports. Mentor colleagues in the office. Address any personnel issues promptly and professionally in collaboration with the Director.</p>



**Classification:** Supervising Engineering Geologist  
**Position Number:** 880-240-3748-001

15%	Develop, review, or analyze correspondence and other work products. Develop and manage applicable contracts for the office. Ensure the office is complying with applicable policies in accordance with SGMA.
-----	--

**Marginal Functions (Including percentage of time):**

5%	Organize, scope, and edit office work products and presentations so they represent the office and Water Boards well. Conduct and attend meetings with Federal, Tribal, State, and local governments, with groups of interested parties, and with the public in support of the State Board’s mission. Act for the Director as needed in their absence. Collaborate with the Director to set priorities and track and meet commitments. Improve the office as a workplace and promote teamwork and collaboration within and across organizations.
----	---

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 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. 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 13th floor of a high-rise office building in Downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.



**Classification:** Supervising Engineering Geologist  
**Position Number:** 880-240-3748-001

<b>Supervisor Statement</b>		
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 with a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date