



Classification: Senior Engineering Geologist
 Position Number: 880-550-3751-022

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-550-103	Classification Title: Senior Engineering Geologist	Position Number: 880-550-3751-022
Incumbent Name: Vacant	Working Title: Senior Engineering Geologist	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: S09
Division/Office: Division of Financial Assistance		Section/Unit: Safe and Affordable Drinking Water Section/ Emergency Drinking Water/CAA Unit
Supervisor's Name: Jasmine Oaxaca		Supervisor's Classification: Supervising Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval: <i>Debra Fisher-Liu</i>	Date: 11/15/2024

General Statement
Under the direction of a Supervising Water Resource Control Engineer 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 is responsible for directly supervising technical staff that performs a variety of complex professional tasks related to planning, design, construction, management, and implementation of water quality protection and improvement projects.
Essential Functions (Including percentage of time):



40%	Provide leadership and establish staff workloads, priorities, and due dates, and review correspondence, calculations, and approvals to ensure complete and accurate work consistent with established policies, procedures, and engineering standards. Unit staff function as Project Managers for financing associated with water quality protection and improvement projects; analyze and recommend project financing and eligibility based on engineering reports, designs, and specifications, make eligibility determinations, and review and approve payments; conduct inspections and operational reviews of funded facilities. Coordinate the Unit's financing efforts with other Division and State Water Board units. Work cooperatively with Project Managers, other unit chiefs, and management to resolve engineering and technical questions, provide engineering and technical solutions, and resolve legal, administrative, or environmental issues that prevent the Division from approving funding. Ensure staff are disciplined in managing and entering project data into key and relevant databases. Ensure staff receive adequate engineering, project management, and other trainings, provide mentoring and oversee morale of the unit staff, participate in recruitment efforts and implement progressive discipline measures, if necessary.
30%	Supervise Unit staff working with staff from other federal and state agencies, other Water Board Divisions and Offices, and interested parties to advance intended use plans, fund expenditure plans, and guidelines. Coordinate with other groups and task forces to include developing schedules, due dates, and priorities for staff; facilitating public involvement through workshops and other venues; reviewing, commenting on, and approving draft guidelines before public review; and guiding and assisting staff to incorporate public comments into the draft guidelines. Oversee, direct, and approve staff's preparation of engineering and other summaries and Board agenda packages for submittal to management and the State Water Board for approval of funding, guidelines, information items, and other policy documents.
20%	Provide technical hydrogeologic input and policy guidance on legislation to DFA management, Executive Management, and Office of Legislative Affairs. Prepare briefing documents for DFA management, Executive Management, Board Members, California Environmental Protection Agency, or US EPA. Make presentations to the Board and the public and respond to public inquiries about associated funding programs administered by DFA.
Marginal Functions (Including percentage of time):	
5%	Develop protocols for analyzing the effectiveness of funded projects, including protocols for conducting technical engineering/hydrogeologic analysis of the effectiveness of implemented projects, including evaluating engineering/hydrogeologic feasibility, cost effectiveness, load and pollutant reduction calculations and models, and validation and evaluation of water quality, environmental monitoring data, and other project benefits. Help develop program guidance, tracking, and reporting on overall program performance.
5%	Performs other duties as required.



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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, 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