



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

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-157-030	Classification Title: Senior Engineering Geologist (Specialist)	Position Number: 880-157-3751-011
Incumbent Name: Vacant	Working Title: Cannabis Program Manager/Enforcement Coordinator	Effective Date: TBD
Tenure: Permanent	Time Base: Fulltime	CBID: E48
Division/Office: Regional Board Region 5 - Redding		Section/Unit: Cannabis Regulatory Program
Supervisor's Name: Angela Wilson		Supervisor's Classification: Supervising Engineering Geologist

Human Resources Use Only:	
HR Analyst Approval: <i>Debra Fisher-Liu</i>	Date: 12/11/2024

General Statement
Under the general direction of the Division Chief (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) Specialist is responsible for all aspects of managing the Central Valley Water Board's Cannabis Regulatory Program. The Sr. EG (Spec) is required to work in a team environment as well as independently, communicate effectively, manage multiple tasks and coordinate the Board's Cannabis Regulatory Program and support Redding Office enforcement actions.
Essential Functions (Including percentage of time):



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35%	<p>Serve as a regional Program Manager for the Cannabis Regulatory Program. Work with supporting managers to establish program priorities and manage changes through time using their knowledge of staff capabilities, strengths and career goals. Prepare annual regionwide programmatic workplans considering workload planning and prioritization, track annual workplan metrics, verify Board and executive management directives are being carried out by supporting managers, ensure consistency of regulatory approaches to cannabis sites among the Board's offices, and provide quarterly updates to executive management.</p> <p>Contribute to the modification of existing, and the development of new, streamlined regulatory and administrative processes for the program. Represent the Board in statewide initiatives including State and Regional Board roundtables, work planning efforts, policy development, and task force initiatives.</p>
35%	<p>Organize, coordinate, and assist in the implementation of enforcement actions within the Cannabis Program regionally, and the Redding Office. Serve as the Redding Office's internal and external coordinator for enforcement activities. Coordinate internally with Redding Office managers and staff to support enforcement actions, and coordinate with the Rancho Cordova and Fresno office enforcement leads to ensure consistency in strategies and administrative processes. Act as the Redding Office liaison with the Office of Enforcement and coordinate reporting to the regionwide Enforcement Program Manager.</p> <p>Work closely with supporting managers within the Cannabis Program to coordinate enforcement activities with law enforcement agencies.</p> <p>Develop strategies for facilitating enforcement activities within the Cannabis Program and for the office. As part of strategy development, identify administrative and technical barriers to successful enforcement actions, and develop guidance to help staff and managers overcome these barriers.</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 Program 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. 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>



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5%	Perform 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 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 20 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