



Classification: Senior Engineering Geologist  
 Position Number: 880-550-3751-023

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 24-550-124	<b>Classification Title:</b> Senior Engineering Geologist	<b>Position Number:</b> 880-550-3751-023
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Senior Engineering Geologist	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-Time	<b>CBID:</b> S09
<b>Division/Office:</b> Division of Financial Assistance		<b>Section/Unit:</b> Cleanup Fund Branch – Cleanup Accounts Section
<b>Supervisor’s Name:</b> Vacant		<b>Supervisor’s Classification:</b> Supervising Engineering Geologist

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> <i>Debra Fisher-Liu</i>	<b>Date:</b> 12/30/2024

<b>General Statement</b>
Under the general direction of a 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.
<b>Position Description</b>
The Senior Engineering Geologist is responsible for directly supervising technical staff that performs a variety of complex professional tasks related to geological, engineering, and hydrogeological reviews of data related to petroleum Underground Storage Tank (UST) release sites and groundwater contamination.
<b>Essential Functions (Including percentage of time):</b>



Classification: Senior Engineering Geologist  
 Position Number: 880-550-3751-023

35%	Supervise, direct, and monitor technical staff implementing reviews for the various Cleanup Fund Branch programs. Review address identification of Low-Threat Underground Storage Tank (UST) Case Closure Policy criteria that need to be met; site-specific work scopes needed to be performed for the case to meet the criteria, including investigation, design and operation of remediation systems, case closure tasks; cost estimates to perform the work; budget change requests and reimbursement requests for eligible, and reasonable and necessary corrective action costs. Coordinate closely with other managers and staff in the Cleanup Fund Branch Division of Financial Assistance (DFA) and Division of Water Quality.
25%	Perform difficult and complex tasks related to engineering, geological and hydrogeological technical issues related to programs in the Cleanup Fund Branch, including providing consultation to management. Perform independent evaluations of engineering, geological and hydrogeological data for individual sites. Review, provide constructive feedback to staff, and approve documents prepared by staff to ensure they are clear, accurate, scientifically and technically sound, and complete. Documents include Review Summary Reports, Conceptual Site Models, meeting agendas, meeting summaries, Project Execution Plans (PEP), reimbursement request reviews, grant agreements and amendment checklists, grant management tracking sheets, and other technical reviews as needed for regulatory agencies, claimants, grantees and their consultants.
20%	Meet with regulatory oversight agency staff, claimants and consultants to ensure work proposed is cost-effective and appropriate for and other Cleanup Fund cases to reduce the overall cost and time to close a petroleum UST case. Develop and implement project milestones, cost estimates, and protocols and procedures. Implement site selection protocols and document metrics to track progress using information technology solutions.
<b>Marginal Functions (Including percentage of time):</b>	
5%	Responsible for operational planning and assigning, tracking, and reporting on milestone tasks for projects. Responsible for timely completion of program objectives and submittal of satisfactory products. Responsible for measuring, documenting, and reporting on program performance and achievement.
5%	Consult with external stakeholders, State and Regional Water Board staff, and other public agencies. Brief Board Members and make presentations to the Board and the public and respond to public inquiries about associated Cleanup Fund Branch programs. Prepare briefing documents for DFA management, Executive Management, Board Members, California Environmental Protection Agency (EPA), or U.S. EPA. Provide technical engineering input and policy guidance on legislation to DFA management, Executive Management, and Office of Legislative Affairs. Prepare Cleanup Fund Branch program reports as needed.



Classification: Senior Engineering Geologist  
 Position Number: 880-550-3751-023

5%	Develop protocols for analyzing the effectiveness of funded projects, including protocols for conducting technical engineering analysis of the effectiveness of implemented projects, including evaluating engineering 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%	Perform other duties as required.

**Typical Physical Conditions/Demands:**

The job requires extensive use of a 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. 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 have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation\*.

Supervisor Name	Supervisor Signature	Date

Employee Name	Employee Signature	Date