

DUTY STATEMENT☐ **CURRENT** ☒ **PROPOSED**

RPA Number: 25-SMRP-210	Classification Title: Senior Engineering Geologist	Position Number: 810-541-3751-002
Incumbent Name:	Working Title: N/A	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Division/Office: Site Mitigation and Restoration Program- Technical Services & Special Projects Division	Section/Unit: Engineering and Special Projects Office	Reporting Location: Sacramento, Berkeley, Cypress or Chatsworth
Supervisor's Name:	Supervisor's Classification: Sup. HSE I	CBID: R09
Confidential Designation: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Position Telework Eligible: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supervision Exercised: <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

Human Resources Use Only:**HR Analyst Approval**

HR Analyst Name	HR Analyst Signature	Date

General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

Under direction of a Supervising Hazardous Substances Engineer I (Unit Chief) in the Engineering and Special Projects Office (ESPO), Technical Services & Special Projects Division of the Site Mitigation and Restoration Program (SMRP), the Senior Engineering Geologist (Sr EG) will provide site

characterization/modeling/geographical information system(s) (GIS) specialist support and will develop fate and transport models with an emphasis on the most highly complex and shifting conditions due to climate change phenomena and implementation of statute, regulations and proposed legislation. The Sr EG will develop, manage, and maintain the GIS enhancement. The Sr EG will review and analyze the most complex available data and resources regarding climate-related phenomena (e.g., sea level rise, groundwater table rise, extreme storm events, tidal impacts, fire threats, increasing temperatures, water supplies, greenhouse gas emissions) and update the GIS. The Sr EG will provide complex technical support to internal and external stakeholders (i.e. DTSC staff, local agencies, and state and federal agencies). The Sr EG serves as leading geological expert and oversees all aspects of cleanup of assigned hazardous waste/substance sites and other administrative duties. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):

25%	<p>Project Management</p> <p>Serves as consultative services geological expert to oversee all aspects of investigation and cleanup related to assigned hazardous waste/substance sites; Applies knowledge of recognized environmental conditions, geology, subsurface investigations, underground transport processes of contaminants, and hydrogeology. Investigates the sequence, structure, and relationships of geological materials as they affect the fate and transport of environmental pollutants; Develops and executes contracts to update electronic tool(s) to prioritize sites in locations most likely to be impacted by climate change; Evaluates technical data, reports, and professional papers submitted by responsible parties in support of remedial investigation, remedial action proposals and ongoing operation and maintenance; Develops, updates, and maintains guidance materials on DTSC's website, responds to inquiries, holds workshops and informational seminars; Develops a four-year work plan to address prioritized sites and ongoing active cleanup projects based on updated information and an electronic tools; Prepares guidance document(s) for Project Managers to apply to active cleanup projects, utilizing existing authority, tools, and processes, as an initial step to drive consistent analysis for ongoing projects; Remains abreast of and integrates relevant scientific and policy developments into site mitigation approaches on an ongoing basis. Makes the climate change and related guidance document(s) available for public input; Prepares written comments and recommendations regarding review of submittals of relevant scientific and policy developments. Recommends equipment and procedures to be used in the environmental investigations and remedial activities at sites or facilities. Recommends specific locations of monitoring devices to detect the presence and movement of contaminants in soil, soil gas, groundwater, and air. Aids in development, management, and execution of state cleanup contracts; Delivers internal and external training.</p>
25%	<p>Evaluation/Investigation</p> <p>Evaluates or conducts investigations related to climate change impacts for the purpose of selecting and designing measures to remediate contaminated soil, water, or air. Evaluates hydrologic, geologic, and geochemical data to characterize the occurrence and migration of contaminants and prepares cross sections, maps, charts, and graphs illustrating such relationships. Conducts or reviews contaminant transport modeling. Evaluates surface water flow, drainage, and contaminant migration in surface waters; Contributes to systematically identify and prioritize sites for evaluation of risk utilizing an electronic GIS tool; Assesses climate-change impacts on active toxic waste sites, as well as review adaptation plans where necessary; Develops assessments and adaptation plans of climate-change impacts on historic toxic waste sites where necessary based on prioritization of climate change risks and potential to affect vulnerable communities, implements timely and appropriate mitigation or adaptive measures to prevent catastrophic climatological events at orphan sites with no viable Responsible Party; Serves as geological expert liaison with other related regulatory agencies so that appropriate and applicable requirements are identified and addressed. Ensures that statutes, regulations, and internal policies that apply to site cleanups are appropriately addressed. Prepares Enforcement Orders and Task Orders, Cost Recovery and DTSC project billing issues. Supports legal proceedings and negotiations associated with project site cleanups. Prepares expert</p>

	witness reports and testimony. Tracks monthly project status to allow for timely adjustments to the DTSC Annual Work Plan.
20%	Oversight Conducts and/or oversees drilling, soil sampling, well construction, aquifer testing and environmental sampling; inspects sites and facilities to evaluate the level of compliance with statutes and regulations applicable to environmental monitoring and hazardous substance handling; and inspects equipment and evaluation of operational methods used in monitoring and remedial systems at sites and facilities.
10%	Representative Provides technical support for preparation of the California Environment Quality Act requirements and public participation documents in association with proposed remedial activities at hazardous substance sites under DTSC jurisdiction. Plans, develops, and delivers technical presentations at public meetings conducted for sites undergoing cleanup. Prepares public responsiveness summaries and finalizes Remedial Action Plans/Removal Action Work Plans as follow-up to public meetings.
10%	Tracking Provides unit supervisor with status of assignments, recommendations, or issues. Resolves disputes, negotiates budgets and deadlines, and keeps customers informed about the status of project work.
5%	Administrative Duties Performs administrative duties including, but not limited to adherence to DTSC policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date. Prepares weekly reports and other status reports on projects relative to SMRP.
Marginal Functions (Including percentage of time):	
5%	Other Related Duties Coordinates ongoing work with coworkers as part of a team effort. Provides peer review for memos written by other staff. Provides information, work products, and decisions to team members. Participates in team-based decision making. Other related duties as assigned.
Typical Physical Conditions/Demands:	
Occasional overnight travel required. This position requires working in the field and may include work at sites with rough or inaccessible terrain, working outside in inclement weather conditions, and travel to sites anywhere in California. Potential exposure to toxic or hazardous materials. Use of personal protective equipment may be required. Driving to sites and off-site meetings is required. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the state. The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. Individually able to transport up to 20 pounds.	
Typical Working Conditions:	
Works in a cubicle environment in a multi-story building using a variety of office equipment, e.g., computers, copiers, etc. Occasional work outside of normal work hours and overtime may be necessary. This position will have daily contact with DTSC staff, state and federal agencies, local government representatives, and the public in person, via email/telephone, or videoconferencing.	
Special Requirements of Position (Check all that apply):	
<input type="checkbox"/> Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.). <input type="checkbox"/> Duties require participation in the DMV Pull Notice Program. <input type="checkbox"/> Performs other duties requiring high physical demand. (Explain below) <input type="checkbox"/> Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles. <input checked="" type="checkbox"/> Other (Explain below)	

Explanation:

Maintenance of field certification, current annual medical monitoring, 40-hour HAZWOPER, annual DTSC HAZWOPER refresher, biennial first aid/CPR/AED, and defensive driving are also required. Attends meetings, hearings, and works with staff statewide to complete projects and work assignments on a weekly, monthly, or bi-monthly basis depending upon complexity of project or work assignment. Applies laws, regulations, policies, and procedures governing the management of hazardous waste in California. This position also handles sensitive and confidential materials/matters.

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 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*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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Employee Name	Employee Signature	Date