

**DUTY STATEMENT**

DFW 242A (REV. 03/19/14)

<b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE September 30, 2020
CDFW DIVISION/BRANCH/REGION/OFFICE Ecosystem Conservation Division	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Conservation Engineering Branch – West Sacramento	CLASS TITLE Senior Engineering Geologist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-022-3751-002
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the direction of a Supervising Hydraulic Engineer and the lead guidance of the Lake and Streambed Alteration Program manager, the incumbent will serve as the Department of Fish and Wildlife's lead technical advisor in the fields of engineering geology and fluvial geomorphology with primary support to the Department's Lake and Streambed Alteration Program.	

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
45%	<p><b>ESSENTIAL FUNCTIONS:</b> Independently evaluate existing fluvial, geotechnical and geologic data, field surveys, technical reports and professional papers, and develop site-specific geologic analyses that aid in providing project-specific recommendations for channel or habitat maintenance, flow dynamics, sediment management, channel and riparian restoration and other geological engineering based measures that alleviate impacts of projects upon aquatic ecosystems. Conduct site visits and geo-fluvial field investigations as needed to support or develop recommendations.</p>
40%	<p>Provide technical expertise for the development of guidance documents and essential training to staff and regional personnel concerning geologic engineering aspects of civil engineering and mining projects (e.g., road-stream crossings, instream mining), stream habitat restoration projects, sediment management programs and other bio-physical stream habitat related activities. Represent the Department as a technical expert in interagency workgroups, public workshops and academic forums.</p>
10%	<p>Provide general engineering geology assistance where needed. Provide expert assistance to the Department's legal staff, the State Attorney General Office, and the County District Attorney Offices in the prosecution of Fish and Wildlife cases.</p>
5%	<p><b>NON-ESSENTIAL FUNCTIONS:</b> Performs administrative activities, responds to correspondence, attends conferences and meetings, and participates in professional development activities.</p>
	<p><b>KNOWLEDGE AND ABILITIES:</b> <b>Knowledge of:</b> Physical, historical, and economic geology as related to civil engineering projects; geological processes and survey techniques, equipment, and procedures; fundamental principles of mineralogy, petrography, geophysics, stratigraphy, structural geology, soil mechanics, and hydrogeology; photogeology, geological mapping and drafting, and the application of geology to engineering problems; geomorphological principles and processes, stream function, slope stability, and landscape evolution; grouting methods, techniques, and equipment; geological literature; and subsurface exploration and sampling procedures.</p>

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	<p>All of the above, and the principles of effective supervision, personnel management, and budget preparation; the department's Equal Employment Opportunity Program objectives; a supervisor's responsibility for promoting equal opportunity in hiring and employment development and promotion, and for maintaining a work environment free of discrimination and harassment; methods and techniques of effective leadership; and general administrative processes.</p> <p><b>Ability to:</b> Conduct geological, geomorphological, and geophysical exploration investigations; conduct independent technical research work; make, record, and evaluate observations on geological engineering problems; make accurate tests, observations, and measurements; analyze situations accurately and take effective action; and prepare and analyze technical reports.</p> <p>All of the above, and prepare and analyze technical reports; prepare plans, specifications, and estimates for geological and geophysical exploration; perform independent technical research work and maintain cooperative relationships with those contacted in the work; the ability to delegate work to others, direct the work of others, and motivate others to work effectively; and effectively contribute to the department's Equal Employment Opportunity Program objectives.</p> <p><b>DESIRABLE QUALIFICATIONS:</b>  <b>Special Personal Characteristics:</b> Possession of an understanding of techniques and methodologies related to collecting, organizing, compiling, reporting and disseminating geological, geotechnical and environmental data; effective writing skills including grammar, spelling, sentence structure, and composition. Successfully work with an interdisciplinary team of engineers, geomorphologists, ecologists, biologists and other staff to accomplish the Department's mission.</p> <p><b>Interpersonal Skills:</b> Highly motivated and possess the ability to maintain a positive attitude in difficult situations. Strong verbal and written communications skills with emphasis on being positive and proactive. Able to use creative thinking to solve problems and develop mutually agreeable solutions. Ability to make sound technical decisions that are consistent with policies, guidance, and regulations.</p> <p><b>WORKING CONDITIONS:</b>                  Duties consist of both office activities and field work.                  Office is in West Sacramento. Travel is required for meetings and field work.</p>

**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

<b>PRINT SUPERVISOR'S NAME</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
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**EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.**  
**I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.**

<b>PRINT EMPLOYEE'S NAME</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
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