

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Financial Assistance	UNIT 550	POSITION # 880-550-3846-270	DATE May 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Water Resource Control Engineer		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Craig Sanchez			
CURRENT CLASSIFICATION OF SUPERVISOR Senior Water Resource Control Engineer		REVIEWED AND APPROVED BY SIGNATURE	
SUPERVISION EXERCISED (IF APPLICABLE)			
1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.			
% OF TIME	DUTIES		
	Under the close supervision of a Senior Water Resource Control Engineer in the Underground Storage Tank (UST) Cleanup Fund Branch 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. Specific responsibilities include:		
40%	Provide information to applicants and prospective applicants regarding the program requirements and opportunities for funding. Provide programmatic, regulatory, technical, and engineering consultation on investigation and remediation methods, project budgets, and schedules related to grant funding. Prepare written recommendations for project approval and funding for upper management. Perform technical review of progress reports and invoices, track milestones and deliverables. Provide technical assistance to analysts to complete invoice processing.		
20%	Develop and evaluate the conceptual site model (CSM) of each site with an unauthorized contaminant release based on information provided in GeoTracker. Use the CSM to delineate unauthorized contaminant releases to soil and groundwater, appropriateness of groundwater monitoring networks, reasonableness of remedial design, and operational effectiveness of soil and groundwater remediation systems.		
15%	Facilitate CSM and Joint Execution Team meetings with regulatory agencies and key stakeholders to discuss technical, engineering, and regulatory aspects of existing and proposed projects. Establish path to closure including scope, schedule and budget, track progress and regularly communicate with stakeholders. Evaluate proposed multi-year budgets determine if proposed work is reasonable and necessary; review and evaluate reimbursement requests.		
10%	Perform technical evaluation of work performed to date and identify technical and regulatory impediments to case closure. Review technical documents including		

	workplans, monitoring reports, feasibility studies, corrective action plans and remediation reports, evaluate data relative to project goals, and provide technical input to regulators and consultants.
5%	Review, evaluate reimbursement requests, and make determinations about whether submitted costs are reasonable and necessary with respect to engineering or remediation principles, applicable cost guidelines and regulations and, therefore, eligible for reimbursement. Prepare project budget documents and provide programmatic, technical, and engineering consultation to upper management on matters relating to requests for appeal, petitions for review, and complex or problematic site conditions.
5%	Prepare Review Summary Reports based on the Low-Threat Underground Storage Tank Case Closure Policy Checklist, Path to Closure Plan, and other information in GeoTracker. Participate in meetings to discuss technical, engineering, and regulatory aspects of UST projects and identify impediments to case closure. Range D requires use of professional license to stamp reports.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Financial Assistance		UNIT 550	POSITION # 880-550-3846-269	DATE May 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant				
CURRENT CLASSIFICATION Water Resource Control Engineer			PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Paul Nelson				
CURRENT CLASSIFICATION OF SUPERVISOR Senior Engineering Geologist			REVIEWED AND APPROVED BY SIGNATURE	
SUPERVISION EXERCISED (IF APPLICABLE)				
1. DIRECTLY SUPERVISED			2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE	
DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.				
% OF TIME	DUTIES			
40%	<p>Under the close supervision of a Senior Engineering Geologist in the Underground Storage Tank (UST) Cleanup Fund Branch 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. Specific responsibilities include:</p> <p>Provide information to applicants and prospective applicants regarding the program requirements and opportunities for funding. Provide programmatic, regulatory, technical, and engineering consultation on investigation and remediation methods, project budgets, and schedules related to grant funding. Prepare written recommendations for project approval and funding for upper management. Perform technical review of progress reports and invoices, track milestones and deliverables. Provide technical assistance to analysts to complete invoice processing.</p>			
20%	<p>Develop and evaluate the conceptual site model (CSM) of each site with an unauthorized contaminant release based on information provided in GeoTracker. Use the CSM to delineate unauthorized contaminant releases to soil and groundwater, appropriateness of groundwater monitoring networks, reasonableness of remedial design, and operational effectiveness of soil and groundwater remediation systems.</p>			
15%	<p>Facilitate CSM and Joint Execution Team meetings with regulatory agencies and key stakeholders to discuss technical, engineering, and regulatory aspects of existing and proposed projects. Establish path to closure including scope, schedule and budget, track progress and regularly communicate with stakeholders. Evaluate proposed multi-year budgets determine if proposed work is reasonable and necessary; review and evaluate reimbursement requests.</p>			
10%	<p>Perform technical evaluation of work performed to date and identify technical and regulatory impediments to case closure. Review technical documents including</p>			

	workplans, monitoring reports, feasibility studies, corrective action plans and remediation reports, evaluate data relative to project goals, and provide technical input to regulators and consultants.
5%	Review, evaluate reimbursement requests, and make determinations about whether submitted costs are reasonable and necessary with respect to engineering or remediation principles, applicable cost guidelines and regulations and, therefore, eligible for reimbursement. Prepare project budget documents and provide programmatic, technical, and engineering consultation to upper management on matters relating to requests for appeal, petitions for review, and complex or problematic site conditions.
5%	Prepare Review Summary Reports based on the Low-Threat Underground Storage Tank Case Closure Policy Checklist, Path to Closure Plan, and other information in GeoTracker. Participate in meetings to discuss technical, engineering, and regulatory aspects of UST projects and identify impediments to case closure. Range D requires use of professional license to stamp reports.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	