

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

RPA Number: <b>25-SMRP-299</b>	Classification Title: <b>Engineering Geologist</b>	Position Number: <b>810-552-3756-002</b>
Incumbent Name:	Working Title:	Effective Date:
Tenure: <b>Permanent</b>	Time Base: <b>Full-Time</b>	Intermittent Hours Per Month:
Division/Office: <b>Site Mitigation and Restoration Program</b>	Section/Unit: <b>Berkeley Branch</b>	Reporting Location: <b>Berkeley</b>
Supervisor's Name: <b>Buck King</b>	Supervisor's Classification: <b>Senior Engineering Geologist</b>	CBID: <b>R09</b>
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
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**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 close supervision (Range A), general supervision (Range B), or general direction (Range C and D) of the Senior Engineering Geologist (Senior EG) (Supervisory) (Unit Chief), the Engineering Geologist (EG) in the Geological Services Branch (GSB) of the Site Mitigation and Restoration Program (SMRP), serves as technical consultant pertaining to all geologic matters related to site investigation, cleanup, and enforcement of hazardous waste regulations. Specific duties include, but are not limited to:

**Essential Functions (Including percentage of time):**

<b>40%</b>	<p><b><u>Technical Expert/ Consultative Services</u></b></p> <p>Serves as technical expert on all matters related to geologic engineering, specifically on the interaction between geologic conditions and chemical contaminants in rock, soil, soil gas, groundwater, and surface water media. Conducts technical reviews of, and/or prepares technical reports/recommendations on, environmental documents including but not limited to: Phase I reports; Preliminary Endangerment Assessments; Resource Conservation and Recovery Act (RCRA) Facility Assessments; soil, soil gas, and groundwater investigation workplans and reports; results of site investigation and characterization reports; sampling and analysis plans; human health and ecological risk assessments; pilot and treatability studies; feasibility studies; remedy selection documents; remedy decision, design, implementation, and completion reports; operation and maintenance plans and reports; groundwater and soil gas monitoring reports; RCRA permit applications; RCRA closure applications and reports; and all other related environmental documents to ensure that geologic conditions are properly characterized and adequately considered in all DTSC determinations and decisions. Develops and provides training to DTSC staff about principles and best practices in environmental investigations and cleanup based on proper consideration of geologic conditions. Conducts research and develops technical guidance documents on environmental principles and best practices in support of DTSC needs and goals.</p>
<b>20%</b>	<p><b><u>Investigation/Oversight</u></b></p> <p>Undertakes and/or oversees investigation of hazardous waste release sites to characterize nature and extent of contamination, evaluate risk to human health and the environment, develop remedial options, and implement cleanup decisions. Evaluates reports or conducts independent evaluation pertaining to siting and design of hazardous waste facilities, engineering geologic studies of seismicity, slope stability, liquefaction, erosion potential, and other seismic hazards. Evaluates reports of, or conducts use of, mathematical models to simulate geologic or hydrogeologic conditions and their effect on fate, transport and remediation of contaminants.</p>
<b>15%</b>	<p><b><u>Field Activities</u></b></p> <p>Conducts field visits of hazardous waste sites to gather and/or verify information about physical and geologic conditions related to waste handling, contaminant releases and release mitigation measures. Conducts or oversees field investigation activities including drilling, well construction, aquifer testing, and various environmental sampling (soil, soil gas, groundwater, etc.). Conducts inspection of sites and facilities to evaluate compliance with statutes and regulations applicable to environmental monitoring and hazardous substance handling. Inspects equipment and evaluates operational methods used in environmental monitoring and remedial systems at sites and facilities. Prepares written and/or photographic records to document field observations.</p>
<b>5%</b>	<p><b><u>Regulatory Assistance</u></b></p> <p>Conducts or assists in enforcement inspections of groundwater monitoring facilities and activities for compliance with applicable statutes and regulations and approved monitoring and sampling plans. Assists in review of regulations to identify problems, weaknesses and inconsistencies, and assists in development of new or revised regulations to improve effectiveness in protecting public health and the environment.</p>
<b>5%</b>	<p><b><u>Administrative Duties</u></b></p> <p>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. Plans and manages workload, including multiple assignments with potentially conflicting deadlines.</p>
<b>5%</b>	<p><b><u>Public Outreach and Inter-agency Coordination</u></b></p> <p>Assists management and staff in the presentation of reports, findings, and recommendations on technical issues at public meetings and other external outreach activities. Participates in collaborative and coordination activities with Federal, state and local agencies, public officials, professional organizations, academic institutions, and community organizations. Provides</p>

	testimonies, declarations, depositions, or acts as expert witness, as appropriate, on geologic issues related to disposal, treatment, or remediation of hazardous waste.
5%	<b><u>Tracking</u></b> Provides Unit Chief and customers with timely information on status of assignments, recommendations, critical issues and emerging problems. Effectively communicates with all co-workers based on designated roles and responsibilities. Resolves disputes in a respectful and professional manner and negotiates budgets and deadlines. Conducts work consistent with the DTSC's Strategic Plan by maintaining tracking databases in support of performance goals and measures.
<b>Marginal Functions (Including percentage of time):</b>	
5%	<b><u>Other Related Duties</u></b> Other duties include but are not limited to: performs assignments in a team environment by working in collaboration with other team members, providing peer review, sharing information in a timely manner, participating in team-based decision making, and maintaining an environment of mutual trust and cooperation.
<b>Typical Physical Conditions/Demands:</b>	
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. Required to stand, bend, squat, reach, grasp and pick up items consistent with office work. Individually able to transport up to thirty pounds.	
<b>Typical Working Conditions:</b>	
Works in an office setting in a multi-story building with artificial light and temperature control and attends meetings in similar settings. A telework schedule may be available (the incumbent will be expected to be available through various platforms throughout the day to communicate on work related activities). The work schedule is Monday through Friday. Travel may be required locally and within the state. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State.	
<b>Special Requirements of Position (Check all that apply):</b>	
<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)	
<b>Explanation:</b>	
Maintenance of field certification, current annual medical monitoring, 40-hour DTSC HAZWOPER, annual refresher, biennial first aid/CPR, and defensive driving. Attends meetings, hearings, and work 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. Analyzes complex regulatory issues and provide sound technical recommendations to management and staff within DTSC. This position also handles sensitive and confidential materials/matters.	
<b>Supervisor Statement</b>	
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 a reasonable accommodation to perform the essential functions of this position?	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>
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Employee Name	Employee Signature	Date