

☐ CURRENT ☒ PROPOSED

POSITION INFORMATION	
NAME	MCR I
CLASSIFICATION Career Executive Assignment (CEA) A	POSITION NUMBER 538-105-7500-692
WORKING TITLE Branch Chief – Watershed and Climate Resiliency Branch	DIVISION/UNIT California Geological Survey/Watershed and Climate Resiliency
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT M01	CONFLICT OF INTEREST DESIGNATION 1

REQUIREMENTS OF POSITION			
<input type="checkbox"/> MEDICAL EVALUATION	<input checked="" type="checkbox"/> CONFLICT OF INTEREST	<input checked="" type="checkbox"/> TRAVEL REQUIRED	<input type="checkbox"/> BILINGUAL FLUENCY
<input checked="" type="checkbox"/> SUPERVISORY	<input type="checkbox"/> SPECIALIST	<input type="checkbox"/> DRIVER LICENSE	<input type="checkbox"/> PROFESSIONAL LICENSE
<input type="checkbox"/> TYPING CERTIFICATE	<input type="checkbox"/> HYBRID	<input type="checkbox"/> OTHER	

DEPARTMENT STATEMENT:

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the department’s mission and vision.

GENERAL STATEMENT:

Under the direction of the Chief Deputy of Operations and the State Geologist, the Career Executive Assignment (CEA A), will function as the Branch Chief over programs in the division’s Sacramento headquarters office. The incumbent will have direct program management responsibility of the Division’s Statewide Programs which include but are not limited to Forest and Watershed Geology, Mineral Resources, Geologic and Landslide Mapping, and Burned Watershed Geohazards Programs. The incumbent will serve as the chief over these statewide program activities and have charge of developing program priorities, strategic partnerships, new program elements, product communication and stakeholder engagement. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS	
PERCENT	DESCRIPTION
30%	Performs technology research and development and proposes augmentation of program elements to resolve complex geologic and climate problems. Develops partnerships around

POSITION DUTY STATEMENT

	new program elements with internal and external stakeholders to include other agencies, departments, local jurisdictions, and emergency managers. Reviews draft legislation and regulations and informs the Chief Deputy and the State Geologist on recommended changes to existing legislation and business processes. Makes suggestions to legislation when necessary to ensure drafts are accurate, concise and well written. Prepares budget change proposals to the legislature to provide resource support of new program elements.
25%	Applies statutes, rules, regulations, and laws related to the California Geological Survey to ensure each program's mandates are followed to ensure a safe, healthy, and the economic viability of California. Supports the implementation of statewide policies in achieving the division's mission to protect public health and safety, environmental quality, and the business interests of the people of California. Ensure statewide consistency in program implementation. Establish standard operating policies and procedures for program planning, organization coordination and control, and fiscal management. Prepare summaries and executive reports on program successes and actions needed to meet the mandates of the of the divisions. Ensure each program follows appropriate conservation policies and practices. Consult with, provide advice, and respond to management, staff, public, other government agencies, and industry regarding geology, climate adaptation strategies, and other geologic issues, problems, and solutions. Prepares and develops program objectives and key performance indicators of each of the subordinate programs and using that information to promote projects and products to our partners.
25%	Collaborate with the Chief Deputy and the State Geologist in the formulation and dissemination of information from Division's programs. Utilizes technical expertise to review existing program elements, and provide consultative services and advice to upper management on the feasibility, impact, or potential of a variety of projects, or proposals. Identifies strategic communications and outreach opportunities and works with the branch's program managers to prioritize the development of targeted publications and information. When necessary, works with the department's public information officer to communicate with media during geologic hazard events to communicate critical messages.
10%	Plan, organize, direct, and evaluate the work and performance of statewide program management, specific to engineering and geology. This includes but is not limited to the following: Ensure staff has a safe team-oriented environment that is free of unprofessional behavior. Ensure staff is motivated to increase their professional abilities. Ensure staff has access to training opportunities. Ensure personnel fairly enforce pertinent sections of the Public Resources Code and Code Regulations. Monitor, evaluate, and prepare written performance appraisals of senior personnel. Counsel staff and initiate disciplinary actions as necessary. Recruit, hire, train, develop, and provide leadership to staff. Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development and management. Identify appropriate long-range plans, goals to address succession planning, and knowledge transfer.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
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POSITION DUTY STATEMENT

5%	Speak on behalf of the division at governmental work groups, public outreach forums, interagency task forces, and the meetings with the scientific community and the public. Coordinate with other departments, agencies, or public interest groups to communicate complex scientific activities.
5%	Performs administrative duties including, but not limited to: adheres to department policies, rules, and procedures; submits administrative requests including leave, overtime (if applicable), travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date.

SUPERVISION RECEIVED:

Under the direction of the Chief Deputy of Operations and indirectly from the State Geologist.

SUPERVISION EXERCISED:

Directly supervises Supervising Engineering Geologists and at times Senior Engineering Geologist.

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

The incumbent performs the full range of supervisory and management duties, including, but not limited to: interpret and adhere to policies, rules, laws, regulations, and bargaining unit contracts; provide direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; review work and evaluate performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans; monitor employee performance and, if necessary, utilize progressive discipline principles and procedures; complete personnel documentation and utilize the competitive hiring process; and approve or deny administrative requests including leave, overtime, travel, and training.

PERSONAL CONTACTS:

The incumbent routinely meets with high-level government and industry personnel, local government entities, non-governmental organizations, and other stakeholders. Will meet regularly with the Department of Water Resources, the Governor's Office of Emergency Services, Department of Transportation, Department of Public Health, Department of Forestry and Fire Protection as well as the U.S. Geological Survey staff members pertaining to complex geological programs as they relate to our Watershed and Climate Resiliency programs. May be required to make public presentations at a variety of government and public meetings.

ACTIONS AND CONSEQUENCES:

The duties of this position are such that there can be critical consequences to the division, other agencies, division personnel, the public and the environment for any inefficiency, error, or omission in supervision, duty, or decision by the incumbent. Described below is the nature of the consequences for inadequate job performance.

- Loss of time and inconvenience to the state, or persons due to any inefficiency, failure to act, error or omission by the incumbent. These errors can affect money, equipment, and health/safety issues that can have critical losses, to the extent of greater cost, injury, loss of life and property contamination and other environmental losses.
- Any error or omission can have repercussions that extend beyond the work performed to affect other personnel, agencies, the public and the environment.

POSITION DUTY STATEMENT

- The severity of any loss to the state, division personnel, public and the environment can vary from low, to critical depending on the type of duration of the improper action of the incumbent. Critical consequences could result in great loss of life and unrecoverable environmental damage that could result in additional monetary and/or other liability to the state and/or incumbent.

CONDUCT AND ATTENDANCE EXPECTATIONS:

You are expected to be courteous, treat others fairly, honestly, with respect, work cooperatively, and provide the highest level of service possible when interacting with state employees, peers, management, and the public. You are expected to maintain regular attendance according to your approved work schedule. The operational hours for public access to the California Geological Survey are Monday through Friday from 8:00am to 5:00pm. Telework may be available for this position in accordance with the Department of Conservation's Telework Policy and procedures. Working at home, before and/or after hours is unauthorized unless pre-approved. Commute to or from the office is not considered time worked.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
FREQUENTLY	<ul style="list-style-type: none">• Sitting at a desk, in a chair, and in front of a computer screen(s).• Moving/walking about the office and standing or sitting during meetings.• Use of cellular phone/telephone.• Bending (neck and waist), squat, kneel, and twist (neck and waist).• Performing repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.• Reaching (above and below shoulder level).• Traveling via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight travel inside and outside of California may be required.• Lifting and carrying up to 20 pounds.
OCCASIONALLY	<ul style="list-style-type: none">• Working around equipment and machinery.• Walking on uneven ground.• Exposure to excessive noise.• Exposure to dust, gas, fumes, or chemicals.• Using special visual or auditory protective equipment.• Traveling on and off road, day, and night, and sometimes in the inclement weather, to both onshore and offshore work locations.• Standing for prolonged periods may be necessary to witness certain tests.• Climbing various sizes of ladders, over rocks, and pipes.• Lifting and carrying up to 20 pounds.• Reaching (above and below shoulder level).

The duties of this position are subject to change and may be revised as needed or required.

POSITION DUTY STATEMENT

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).

Employee Printed Name

Employee Signature

Date

I have discussed the duties of this position with, and have provided a copy of this duty statement to, the employee named above.

Supervisor Printed Name

Supervisor Signature

Date