



Classification: Supervising Engineering Geologist
Position Number: 880-165-3748-001

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-165-002	Classification Title: Supervising Engineering Geologist	Position Number: 880-165-3748-001
Incumbent Name: Vacant	Working Title: Division Manager	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: S09
Division/Office: Lahontan Water Quality Control Board Victorville Office		Section/Unit: 165
Supervisor's Name: Jan Zimmerman		Supervisor's Classification: Assistant Executive Officer

Human Resources Use Only:

HR Analyst Approval:

Date:

General Statement

Under the general direction of the Assistance Executive Officer 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.

Position Description

The Division Manager is responsible for managing the Lahontan Victorville office, ensuring establishment and achievement of goals/priorities set by the Lahontan Water Board and within the budget/resources provided by the State Water Board. The Division Manager takes a lead role in developing and implementing meaningful organizational change by improving and demonstrating strong overall leadership, communication, process improvements, and building trust. The Division Manager develops Division staff, with specific focus on Senior level staff, and develops and administers policies or programs that have critical and/or sensitive water quality, public health, and racial equity components.

Essential Functions (Including percentage of time):

35%	Manage the Lahontan Victorville office, ensuring establishment and achievement of goals/priorities set by the Lahontan Water Board and within the budget/resources provided by the State Water Board. Consult regularly with the Assistance Executive Officer and/or the Executive Officer in developing overall strategic direction to the Division and achieving regional goals/priorities. Develop and review Divisional goals and workplans on a continuous and regular basis (at a minimum monthly). Ensure that priority tasks associated with these goals/priorities are identified and carried out in a timely manner so that: performance targets are met; deadlines for board items are met; Divisional efficiencies are improved and maintained; work plans are well developed and executed; and effective collaboration with other divisions and offices is also achieved. Using sound geologic logic and professional judgment, conduct work efforts related to: Core Regulatory Program (i.e., wastewater, land disposal, stormwater, agricultural discharges, dredge and fill activities) permitting and compliance checking; helping to elevate the need for enforcement actions in response to violations; overseeing and directing groundwater investigations and remediation at private/public facilities within the site cleanup and department of defense programs; assisting in the development of plans and policies to manage and protect groundwater quality; participating in development of new regionwide or statewide policies, plans or permits; assisting in oversight and direction of spill and complaint response, public record request, administrative records requests; and directing work of others related to maintenance of data systems and quality of data entry (including California Integrated Water Quality System [CIWQS], Storm Water Multiple Applications and Report Tracking System [SMARTS], GeoTracker, and Electronic Content Management [ECM]). Provide technical expertise to the Water Board's Advisory or Prosecution Team in pending enforcement matters.
25%	Take a lead role in developing and implementing meaningful organizational change by improving and demonstrating strong overall leadership, communication, process improvements, and building trust. Supervise, coach, mentor, train, and develop Division staff, with specific focus on Senior level staff. Encourage team building and collaboration with all Lahontan Water Board staff (throughout region and across the three divisions) and with external partners. Ensure staff have the tools and training necessary to accomplish their jobs and track progress toward completion of the Division's workplan goals, objectives, and tasks. Communicate routinely with Seniors to track tasks and ensure priorities are being accomplished and direction is followed. Implement all state policies concerning personnel management including health and safety, appropriate professional behavior (sexual harassment prevention, Equal Employment Opportunity), completion of annual performance reviews and individual development plans, and progressive discipline.
20%	Using geologic knowledge and technical expertise, develop and administer policies or programs that have critical and/or sensitive water quality, public health, and racial equity components. Represent the Executive Officer and Assistance Executive Officer on behalf of the Lahontan Water Board at meetings. Improve transparency with the public by making presentations, ensure web pages are up to date, meeting with elected officials or their representatives, industry representatives, private or public interest groups, regulated



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	discharger groups or members of the public relating to policy, planning, and regulatory matters involving the South Lahontan Basin Division. Respond to requests for information by clearly communicating and explaining Lahontan Water Board policy and regulations. Using geologic interpretation and professional judgment, support staff at meetings with dischargers about controversial projects and/or programs of special interest to the Board to resolve technical and administrative issues in a timely manner.
15%	Direct, coordinate, review and approve all agenda material submitted by Division staff. Prepare and rehearse Division staff for Board meeting presentations. Make presentations at Board meetings and other external meetings. Using geologic knowledge and technical expertise, lead and facilitate Board and other workshops. Provide geologic technical assistance and advice to Board members and the Executive Officer as part of enforcement proceedings. Ensure that routine document review is completed in a timely fashion. Ensure items requiring Executive Officer signature are accurate and complete, both from a policy and technical standpoint prior to submittal to the Executive Assistant and Executive Officer.
Marginal Functions (Including percentage of time):	
5%	Perform other duties as required.
Typical Physical Conditions/Demands:	
The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. Field work requires the ability to navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carrying up to 50 lbs.	
Typical Working Conditions:	
The incumbent works in an enclosed single-story office building or telework setting. The work schedule is Monday through Friday. Travel may be required. Possession of a valid driver's license is required to operate a State owned, leased, and/or personal vehicle.	



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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
Jan Zimmerman		
Employee Name	Employee Signature	Date