

DEPARTMENT OF CONSERVATION
 POSITION DUTY STATEMENT
 PO-199 (Revised 12/24)

CURRENT PROPOSED

POSITION INFORMATION	
NAME	MCR I
CLASSIFICATION Senior Environmental Scientist (Supervisor)	POSITION NUMBER 538-102-0764-XXX
WORKING TITLE Seismic Hazards Program Project Manager	DIVISION/UNIT California Geological Survey/Seismic Hazards Program
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT R09	CONFLICT OF INTEREST DESIGNATION 3, 7

REQUIREMENTS OF POSITION			
<input checked="" 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 checked="" type="checkbox"/> DRIVER LICENSE	<input type="checkbox"/> PROFESSIONAL LICENSE
<input type="checkbox"/> TYPING CERTIFICATE	<input checked="" 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 general supervision of the Supervising Engineering Geologist of the Seismic Hazards Program, the Senior Environmental Scientist (Supervisor) is responsible for providing direction and supervision to staff, project development, project and contract management, and scientific expertise for the Seismic Hazard Program and supervision of the SHP Tsunami Unit. Duties include, but are not limited to, the following:

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
30%	Manages the Tsunami Unit of the Seismic Hazards Program, including project planning, personnel and budget activities. Ensures that appropriate scientific methods, land-use planning factors, and feedback from local communities are incorporated into Tsunami Unit products. Ensures that hazard evaluations, mapping, and natural hazard mitigation activities are conducted in a timely manner and in accordance with regulations, guidelines, and program standards. Develops work plans and monitors progress of Tsunami Unit staff.

POSITION DUTY STATEMENT

	Implements and enforces quality control standards. Assists in development of annual plans, BCPs, proposals, spending plans, and equipment purchases. Plans and monitors work assignments. Prepares performance appraisals. Ensures staff maintain a high level of technical expertise in the Tsunami Unit in the subjects of tsunami and coastal hazards, seismology, remote sensing, and GIS. Ensures geologic, coastal hazards, and GIS mapping methods are state-of-the-art by incorporating new, vetted methodologies.
30%	Manages projects, contracts, and proposal development for the Tsunami Unit and special projects for the Seismic Hazards Program. Works with Seismic Hazards Program unit managers and California Geological Survey (CGS) Program managers to ensure projects are coordinated and adequately staffed. Develops project timelines and ensures milestones, deliverables, and deadlines are met. Works with staff to ensure that contractually required progress and financial reports are filed with funding agencies. Works with staff to pursue funding opportunities (e.g., requests for proposals (RFPs) and notices of funding opportunities (NOFOs)) and ensures that proposals to funding agencies are aligned with CGS and Seismic Hazards Program strategic goals, mandates, and available personnel to ensure projects can be successfully executed.
15%	Serves as Seismic Hazard Program lead for natural hazard event (earthquake, tsunami) response and coordination with federal, state, and local partners. Works closely with CGS partners such as the Governor's Office of Emergency Services (CalOES), U.S. Geological Survey, and other federal and state partners to prepare to respond to major geohazard events in and around California. Assists with development and implementation of CGS earthquake, landslide, tsunami, and volcano response plans, response operational procedures, and supports development and interagency collaboration of field data collection and survey tools.
15%	Coordinates Seismic Hazards Program staff in the production of Earthquake Zones of Required Investigation Maps, GIS products, and other program publications.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Performs administrative duties including, but not limited to: adheres to department 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.
5%	Performs other duties as related to the class specification.

SUPERVISION RECEIVED:

The Senior Environmental Scientist (Supervisor) reports directly to and receives the majority of assignments from the Seismic Hazards Program Supervising Engineering Geologist.

SUPERVISION EXERCISED:

The Senior Environmental Scientist (Supervisor) supervises staff assigned to the Seismic Hazards Program Tsunami Unit and provides general direction to staff assigned to work on projects within the Seismic Hazards Program, as well as students and volunteers.

POSITION DUTY STATEMENT

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 Senior Environmental Scientist (Supervisor) routinely interacts with other CGS and Department of Conservation staff, federal, state, and local agencies, as well as the public and other professionals. Contacts may be made via personal interaction, written correspondence, telephone, and/or email.

ACTIONS AND CONSEQUENCES:

If these functions are not adequately performed, consequences may include, but are not limited to:

- CGS will not meet its legislative mandates to identify earthquake hazards, potentially exposing the citizens of California to threats to life, health, or property damages.
- CGS will not meet its contractual obligations to assure timely and accurate completion of work under interagency agreements.
- Potential loss of contract funding significantly impacting program budget.
- Negative impacts to CGS's relationships with our local, state and federal government partners.

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">• Office work at a computer and related equipment under artificial lighting for prolonged periods of time, standing or sitting in person meeting is also necessary.
OCCASIONALLY	<ul style="list-style-type: none">• Travel to meetings and outreach events that may be held indoors or outdoors.• Field work in mountainous, forested and desert terrains; in road cuts, mines, or other excavations; around drilling and excavation equipment; in trench excavations or large diameter borings; on foot, in off-road vehicles, or in fixed-wing or rotary wing aircraft.• Post-earthquake field response may expose employee to additional hazards created by event ground failures or shaking.

POSITION DUTY STATEMENT

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

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).
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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.
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Supervisor Printed Name	Supervisor Signature	Date