

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

CURRENT PROPOSED

POSITION INFORMATION	
NAME	MCR I
CLASSIFICATION Senior Engineering Geologist (Supervisor)	POSITION NUMBER 538-102-3751-002
WORKING TITLE Liquefaction Unit Supervisor	DIVISION/UNIT California Geological Survey/Seismic Hazards
EFFECTIVE DATE	LOCATION Various
BARGAINING UNIT S09	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 type="checkbox"/> DRIVER LICENSE	<input checked="" 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, Seismic Hazards Program, the Senior Engineering Geologist (Supervisor) is responsible for managing the Liquefaction Zoning Unit. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
25%	Manages Liquefaction Zoning Unit of the Seismic Hazards Program, including project planning, personnel, and budget activities. Ensures that appropriate engineering geologic and geotechnical factors are incorporated into zoning analyses. Ensures that hazard evaluations and zoning activities are conducted in a timely manner and in accordance with regulations, guidelines, and program standards. Develops work plans and monitors progress of engineering geologist staff. Implements and enforces quality control standards. Coordinates with other California Geological Survey (CGS) programs and other unit supervisors to develop timelines for product releases and to ensure adequate resources and

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	staffing are available to meet project deadlines. Assists in development of annual plan, BCPs, project proposals, project budgets, and equipment purchases.
25%	Plans, organizes, directs, and provides managerial review of the work performed by staff in the Liquefaction Unit. Provides regular and timely written performance appraisals to staff. Counsels staff and initiates disciplinary actions as necessary. Recruits, hires, trains, develops, and provides leadership to staff. Complies 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. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer.
25%	Maintains a high level of technical expertise in the subjects of soil liquefaction, landslides and slope stability, seismology, remote sensing, and geographic information systems, and keeps mapping methods state-of-the-art by incorporating new, vetted methodologies. Performs engineering geological studies and field investigations to identify, map, and assess the geologic hazard of earthquake-induced landslides and/or liquefaction. Compiles and critically evaluates geologic and geotechnical data and maps, interprets aerial photographs for evidence of prior ground failure events, and conducts field investigations to evaluate potential hazards. Prepares technical reports for publication and provides peer review of technical reports prepared by others.
10%	Makes oral and visual presentations and prepares written briefings on hazard evaluation and zoning progress and results to CGS management and staff, state and local government agencies, engineering geologic and geotechnical professional organizations, and other private organizations.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Coordinates CGS' role in observation and mapping of ground failures and related hazards after earthquakes. Provides technical information for emergency response and geotechnical mitigation purposes to local jurisdictions, CGS headquarters and the Earthquake Clearinghouse. Participates in emergency response exercises and completes necessary emergency response training and certification through Cal OES (ICS and SAP) and assures that staff also receive this training.
5%	Performs other duties as related to classification specification.
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 and submits timesheets by the due date.

SUPERVISION RECEIVED:

The Senior Engineering Geologist (Supervisor) reports directly and receives most assignments from the Supervising Engineering Geologist in the Seismic Hazards Program.

SUPERVISION EXERCISED:

The Senior Engineering Geologist (Supervisor) supervises Engineering Geologists as well as students and geologic volunteers. In absence of the Supervising Engineering Geologist, may perform those duties on a temporary basis.

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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 Engineering Geologist (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 contractual obligations to assure timely and accurate completion of work under interagency agreements.
- Negative impacts to CGS's relationships with our state, federal, and academic partners, as well as the public.

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 8:00 a.m. to 5:00 p.m. 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 non-natural lighting for prolonged periods of time, standing or sitting during in person meetings is also necessary.
OCCASIONALLY	<ul style="list-style-type: none">• 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.

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

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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
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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
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