

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

CURRENT     PROPOSED

POSITION INFORMATION	
<b>NAME</b> Vacant	<b>MCR</b> I
<b>CLASSIFICATION</b> Supervising Engineering Geologist	<b>POSITION NUMBER</b> 538-101-3748-590
<b>WORKING TITLE</b> Forest and Watershed Geology Program Manager	<b>DIVISION/UNIT</b> California Geological Survey/Forest and Watershed Geology Program (FWG)
<b>EFFECTIVE DATE</b>	<b>LOCATION</b> Sacramento
<b>BARGAINING UNIT</b> S09	<b>CONFLICT OF INTEREST DESIGNATION</b> 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 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 general direction of the Chief Deputy of Operations, the Watershed Hazards and Climate Adaptation Branch Chief, and the State Geologist, Division Chief of the California Geological Survey (CGS), the Supervising Engineering Geologist is responsible for the management of the Forest and Watershed Geology Program. Duties include, but are not limited to:

**ESSENTIAL FUNCTIONS**

PERCENT	DESCRIPTION
<b>30%</b>	Responsible and accountable for administration of CGS’s Forest and Watershed Geology Program (FWG). Establishes performance expectations, provides, technical and professional guidance, evaluates progress and quality of Program work. Responsible for the completion of Program projects on time, within budget, and in conformance with personnel and other administrative laws and policies. Responsible for evaluating program status reports, strategic planning, ensuring organizational efficiency and effectiveness. Provides critical facility review

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	oversight and coordinates staff input with other units as necessary. Directly/indirectly supervises FWG staff, prepares performance evaluations, and mentors subordinate supervisors and staff.
<b>25%</b>	Responsible for oversight of geologic reviews of Timber Harvesting Plans, Statewide Fuels Reduction Environmental Protection Plans and related documents; watershed restoration activities, projects, and contracts, as well as design, preparation, analysis and reporting of geologic and landslide information compiled in the program's geographic information systems (GIS). Responsible for evaluation of program effectiveness, consideration of emerging significant technical and administrative issues in program area, and initiating budget change proposals to accommodate those issues.
<b>10%</b>	As a member of CGS's management team, participates in management meetings and other meeting formats for advising CGS Headquarters and the department on program operations and policies. Provides advice to the State Geologist, in developing state, department and division policy in the program's area of interest. Prepares administrative reports, maintains liaison and represents the division and department in contacts with the public, other government agencies to include the Board of Forestry, private entities, and educational institutions; at the request of the State Geologist, represents the division at meetings and hearings with local, State and Federal agencies.
<b>10%</b>	Maintains awareness and knowledge of geologic and technical work related to the program in order to assure that work is at the leading edge of the professional and scientific state-of-the-art and to provide advice, and anticipate needs within the state. Develop initiatives for new or expanded projects for the program, including opportunities for cooperation and support from outside agencies.
<b>10%</b>	Plans, organizes, directs and provides managerial review of the work performed by staff in the Forest and Watershed Geology Program. Provides regular and timely written performance appraisals to staff. Promotes a positive work environment and mentors staff to provide support for their professional development. Counsels staff and initiates disciplinary actions as necessary. Recruits, hires, trains, develops and provides leadership to all program 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.

**MARGINAL FUNCTIONS**

PERCENT	DESCRIPTION
<b>5%</b>	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 Tempo timekeeping system; and submits timesheets by the due date.
<b>5%</b>	Coordinates with the State Geologist to assure that logistic support and necessary resources are provided to all projects in the program.
<b>5%</b>	Independently conducts complex and sensitive investigations of special significance to the division and department. Performs other duties as related to classification specification.

**SUPERVISION RECEIVED:**

SUPERVISING ENGINEERING GEOLOGIST

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The Supervising Engineering Geologist reports directly to and receives the majority of assignments from the Branch Chief and Chief Deputy of Operations; however, direction and assignments may also be received from the State Geologist, Division Chief of CGS.

### **SUPERVISION EXERCISED:**

The Supervising Engineering Geologist directly supervises Senior Engineering Geologist staff. Provides general operational direction to the FWG staff. Indirectly supervises all other FWG staff.

### **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 Supervising Engineering Geologist 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, video conference, 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 obligations under AB 1492 (2012) with regard to timber harvesting and forestry activities in California.
- CGS will not meet its contractual obligations to assure timely and accurate completion of work under interagency agreements.
- Negative impact to CGS's relations 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 core office hours for 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.

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### **WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

FREQUENCY	DESCRIPTION
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<b>FREQUENTLY</b>	<ul style="list-style-type: none"> <li>• Office work in a high-rise building using a computer and related equipment under artificial lighting for prolonged periods of time, standing or sitting during in-person meetings is also necessary.</li> <li>• Working overtime and traveling overnight to conduct field work, attend meetings or training or complete projects.</li> <li>• Strenuous field work in mountainous, forested and desert terrains during all weather conditions; in road cuts, mines or other excavations or large diameter borings; utilizing hand tools; travelling on foot, in off-road vehicles, in all-terrain vehicles, in watercraft, or in fixed-wing or rotary wing aircraft.</li> <li>• Capable of working long field days and driving significant distances to and from remote field sites; capable of driving 4x4 vehicles and all-terrain vehicles off-road.</li> <li>• Participate and supervise mission tasked emergency response teams with other State agencies identifying potential geologic life hazards.</li> </ul>
<b>OCCASIONALLY</b>	<ul style="list-style-type: none"> <li>• Post-landslide, fire, or earthquake field response may expose employee to additional hazards created by event conditions including ground failures or shaking.</li> </ul>

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).

<b>Employee Printed Name</b>	<b>Employee Signature</b>	<b>Date</b>
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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.

<b>Supervisor Printed Name</b>	<b>Supervisor Signature</b>	<b>Date</b>
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