



Classification: Senior Engineering Geologist
 Position Number: 880-550-3751-XXX

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-550-162	Classification Title: Senior Engineering Geologist	Position Number: 880-550-3751-XXX
Incumbent Name: Vacant	Working Title: Senior Engineering Geologist	Effective Date: TBD
Tenure: Permanent	Time Base: Full-time	CBID: S09
Division/Office: Division of Financial Assistance/ Cleanup Fund Branch		Section/Unit: Cleanup Accounts Section/Site Cleanup Subaccount Program Unit II
Supervisor's Name: TBD		Supervisor's Classification: Supervising Engineering Geologist

Human Resources Use Only:	
HR Analyst Approval: Danielle Klemencic	Date: 4/16/2026

General Statement
Under the direction of a Supervising Engineering Geologist and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the Senior Engineering Geologist 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 Senior Engineering Geologist is responsible for the supervision of technical staff that perform engineering and hydrogeological reviews of data related to an existing or threatened surface or groundwater contamination site for which the party responsible is seeking or has received funding. The Senior Engineering Geologist works within technical sections to support Cleanup Fund programs by performing engineering reviews of data related to groundwater contamination.



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Essential Functions (Including percentage of time):	
35%	Supervise, direct, and monitor technical staff implementing the Site Cleanup Subaccount Program (SCAP) and other grant programs administered by the Cleanup Fund Branch. Review addressed identification of the source of surface or groundwater contamination, human health risks, and recommended response actions; site-specific work scopes needed to be performed for the case to meet cleanup goals, including investigation, design and operation of remediation systems, case closure tasks; cost estimates to perform the work; invoices for eligible, and reasonable and necessary corrective action costs. Coordinate closely with other managers and staff in the Cleanup Fund Branch, Office of Chief Counsel, Division of Financial Assistance, and Division of Water Quality.
30%	Perform difficult and complex tasks related to geological, hydrogeological, and engineering technical issues related to programs in the Cleanup Fund Branch, including providing consultation to management. Perform independent evaluations of geological, hydrogeological, and engineering data for individual projects. Review, provide feedback and approve documents prepared by staff to ensure they are clear, accurate, scientifically and technically sound, and complete. Documents include project approval forms, grant agreements, grant amendment checklists, grant management tracking sheets, technical memos, meeting agendas, meeting summaries, invoice reviews, and other technical reviews as needed for regulatory agencies, grantees, and their consultants.
25%	Meet with regulatory oversight agency staff and consultants to resolve engineering issues associated with the effective implementation of remedial actions and mitigation measures. Responsible for conducting conceptual site model meetings for proposed and existing projects and timely communication of potential problems or issues to management, including ability to pay analysis delays, site access denials, permitting delays, community involvement documents, and inconsistent implementation of cleanup regulations and policies by oversight agency staff or consultants. Consult with external stakeholders, State and Regional Water Board staff, and other public agencies to develop program guidance. Brief Board Members and make presentations to the Board and public and prepare annual reports.
Marginal Functions (Including percentage of time):	
5%	Plan, assign, track, and report on tasks and budgets for engineering projects for Cleanup Fund programs. Complete program objectives and submit satisfactory products in a timely manner. Measure, document, and report on program performance and achievement.
5%	Perform other duties as assigned.



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Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to remain stationary at a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to move 15 pounds, retrieve files and/or documents, work in inclement weather and travel in a vehicle or other mode of transportation for up to 10 hours. Occasionally, navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, move more than 20 pounds, remain stationary for long periods of time, etc.

Typical Working Conditions:

The Senior Engineering Geologist works in a high-rise office building. The work schedule is Monday through Friday. Telework and hybrid workspace options may be available based on operational needs. Travel may be required.

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
Employee Name	Employee Signature	Date