

# DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: <b>HRC0001250</b>	Classification/CBID: <b>Senior Hazardous Substances Engineer / R09</b>	Position Number: <b>810-541-3725-XXX</b>
Incumbent Name:	Working Title: <b>N/A</b>	Effective Date:
Tenure: <b>Permanent</b>	Time Base: <b>Full-Time</b>	Intermittent Hours Per Month:
Program/Division: <b>Site Mitigation and Restoration Program</b>	Branch/Section/Unit: <b>Engineering Special Projects Office</b>	Reporting Location: <b>Sacramento</b>
Supervisor's Name: <b>Jesse Negherbon</b>	Supervisor's Classification: <b>Supervising Hazardous Substances Engineer I</b>	Position Telework Eligible: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Confidential Designation:  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for COI:  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Position Designated Bilingual:  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Supervision Exercised:  <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

## General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

## Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

## Position Description

Under the direction of a Supervising Hazardous Substances Engineer I (Unit Chief) in the Engineering and Special Projects Office (ESPO), Technical Services & Special Projects Division of the Site Mitigation and Restoration Program (SMRP), the Senior Hazardous Substances Engineer (Sr HSE) will provide expert engineering consultative services to DTSC staff by performing and/or reviewing the site-specific engineering and scientific evaluation of climate change impacts on the most complex projects due to climate change phenomena. The Sr HSE will develop and lead implementation of statute, regulations and proposed legislation to address climate impacts. The Sr. HSE will develop and maintain work plans to address prioritized sites and ongoing active cleanup projects based on updated information and electronic tools; oversee the preparation of technical specifications for contracts and assist in contractor selection for climate change; review contractor performance, recommend approval for change orders and work orders, and review invoices. Additionally, the Sr HSE will develop public presentation

materials, make public presentations, and coordinate the supporting technical work of engineering, geology, geotechnical engineering, toxicology, air, and other experts within DTSC, local agencies, state agencies [e.g., the Regional Water Quality Control Boards, the Air Resources Board, the Department of Forestry and Fire Protection (CalFire), and CNRA], and federal agencies [e.g., the U.S EPA, the National Oceanic and Atmospheric Administration (NOAA), and the US Geological Survey] reviews and comments on technical documents prepared by others, directing, overseeing, or reviewing the work done by contractors, and independently conducting specific projects. Specific duties include, but are not limited to:

**Essential Functions (Including percentage of time):**

<p><b>35%</b></p>	<p><b><u>Consultative Services</u></b>                  Provides expert engineering consultative services to DTSC staff on the most complex and controversial sites to ensure technical and regulatory requirements are met. Independently investigates and evaluates technology screening or selection, feasibility studies, lab or field treatability testing, design/construction of remedial actions, and operation and maintenance of treatment facilities, which includes reviewing workplans, reports, or design documents prepared by others and providing written or verbal recommendations on the scope, procedures, equipment, conclusions, and changes or additional work needed. Assesses climate-change impacts, vulnerabilities, and adaptation plans for hazardous waste sites. Develops assessments and adaptation plans of climate-change impacts on toxic waste sites, where necessary, based on prioritization of climate change risks and potential to affect vulnerable communities. Oversees the preparation of technical specifications for contracts and assists in contractor selection for various projects. Conducts reviews of contractor performance and recommendations for field change orders and work orders, and reviews of invoices. Implements timely and appropriate mitigation or adaptive measures to prevent catastrophic climatological events at orphan sites with no viable Responsible Party. Uses computer software to evaluate site investigation data, model groundwater or vapor flow, designing of treatment systems, estimate of design, construction, and maintenance costs, and develop schedule projects. Performs geotechnical evaluations, and engineering review of landfill designs, structural support systems, secondary containment, slurry walls, stone revetments, foundations, and related civil engineering works. Plans, organizes, controls, coordinates, and completes complex hazardous substance cleanup projects that require extensive coordination. Works with multiple programs and agencies to achieve DTSC’s mission and objectives. Provides staff with engineering and regulatory expertise in the evaluation of hazardous substance release sites under the cleanup process applicable to each site, which may be the CERCLA process, RCRA or State corrective action process, or one of the processes under the California Health and Safety Code. Integrates relevant scientific and policy developments into site mitigation approaches on an ongoing basis.</p>
<p><b>25%</b></p>	<p><b><u>Research and Review</u></b>                  Provides technical assistance to DTSC staff in planning, coordinating, and implementing cleanup at the most complex/sensitive sites to ensure technical and regulatory requirements are met. Independently conducts in-depth industry and regulatory research to develop strategies that address specific cleanup practices that may be sensitive to public health and/or the environment. Prepares and provides clear and concise presentations to management concerning the findings and implications associated with hazardous substance release sites’ practices. Performs technical review of site activities with project managers to assure quality and consistency in investigative techniques and cleanups. Assists staff in the development and preparation of environmental analysis documents for compliance with CEQA.</p>
<p><b>15%</b></p>	<p><b><u>Technical Oversight and Mentoring</u></b>                  Oversees the technical work of engineers within the unit. Provides training and mentorship on the site mitigation process, procedures and regulatory requirements and coordinates technical activities with others within DTSC to ensure consistent approaches and methodologies are used. Develops, updates, and maintains guidance materials for implementation of legislation, policy and procedures to address climate impacts. Responds to inquiries and holds workshops and informational seminars on climate impact. Serves in a statewide or regional capacity by</p>

	participating in climate change working groups to support DTSC’s mission of achieving a cleaner and safer environment; develops and delivers internal and external training on climate change to enhance stakeholder knowledge and support DTSC policies and environmental goals. Provides senior peer review of documents prepared by other engineering staff. Assists management with resolving internal DTSC conflicts and helps to remove barriers to ensure success. Develops new procedures and makes policy recommendations necessary to effectively implement the Cleanup Program.
<b>10%</b>	<b><u>Regulation and Policy</u></b> Develops and provides engineering and regulatory input on climate hazard impacts to Site Mitigation and Restoration Program’s management, including climate hazard impacts on site mitigation practices, policy and procedures, program focus areas, technical protocols, guidance documents and regulations, which may include preparing documents, participating in public workshops, responding to comments, interacting with industry, environmental groups and other governmental agencies, development of testing protocols for technology evaluations, and advising program management. Conducts meetings with state, local, federal, and internal experts to obtain information necessary to prepare recommendations and concepts for policies, procedures, and standards.
<b>10%</b>	<b><u>Administrative Duties</u></b> Performs administrative duties including, but not limited to adherence to DTSC 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 time sheets by the due date.
<b>Marginal Functions (Including percentage of time):</b>	
<b>5%</b>	<b><u>Other Related Duties</u></b> Coordinates with other DTSC programs to maintain priority on site mitigation activities. Conducts, or acts as lead for team-based assignments including coordinating ongoing work with other team members; providing information, work products, and decisions in a timely manner; and participating in team-based decision-making. Other related duties as assigned.
<b>Consequences of Error: (if applicable)</b>	
<b>Typical Physical Conditions/Demands:</b>	
The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. 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. It may be required to stand, bend, squat, reach, grasp and pick up items consistent with office work. The incumbent may be required to lift 20 pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods. Potential exposure to toxic or hazardous materials. Use of personal protective equipment may be required.	
<b>Typical Working Conditions:</b>	
Works in multi-story buildings, in a cubicle office setting using a variety of office equipment, e.g., computers, telephones, copiers, etc., with artificial light and temperature control, and attends meetings in similar settings. On an as-needed basis, work outside normal work hours, including evenings and weekends, may be required. A telework schedule may be available (the incumbent will be expected to be available through various platforms throughout the day to communicate on work related activities). The work schedule is Monday through Friday. Travel may be required locally and within the state. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State. This position will have daily contact with DTSC staff, external state, and federal agencies, and local government representatives, and the public either in person, via email/telephone, or videoconferencing.	
<b>Special Requirements of Position (Check all that apply):</b>	

Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).

Duties require participation in the DMV Pull Notice Program.

Performs other duties requiring high physical demand. (Explain below)

Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.

Other (Explain below)

**Explanation:**

Maintenance of field certification, current annual medical monitoring, 40-hour HAZWOPER, annual DTSC HAZWOPER refresher, biennial first aid/CPR/AED, and defensive driving is required. Attend meetings, hearings, and work with staff statewide to complete projects and work assignments on a weekly, monthly, or bi-monthly basis depending upon the complexity of project or work assignment. Applies laws, regulations, policies, and procedures governing the management of hazardous waste in California. Analyzes complex regulatory issues and provides sound technical recommendations to management and staff within DTSC.

Certification of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers (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 with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

**Employee Statement**

I have discussed these duties with my supervisor and have been provided with a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation\*.

*\*Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position?  YES  NO

Employee Name	Employee Signature	Date

**HUMAN RESOURCES BRANCH USE ONLY:**

- Duties meet class specifications and allocation guidelines.
  - Exceptional allocation, STD 625 on file.
- Analyst initials: SB Date Approved: 6/17/2026  
 Revision Date (if applicable): Click or tap to enter a date.