



Classification: Supervising Engineering Geologist
Position Number: 880-550-3748-005

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 26-550-023	Classification Title: Supervising Engineering Geologist	Position Number: 880-550-3748-005
Incumbent Name: Vacant	Working Title: Supervising Engineering Geologist	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: S09
Division/Office: Division of Financial Assistance		Section/Unit: Technical Review Section
Supervisor's Name: Adrian Perez		Supervisor's Classification: C.E.A.

Human Resources Use Only:

HR Analyst Approval: TP

Date: 8/05/26

General Statement

Under the general direction of the Assistant Deputy Director and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the Supervising 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 Supervising Engineering Geologist is responsible for managing, supervising, and directing the Technical Review Section.



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Essential Functions (Including percentage of time):

45%	Oversee the geological and geological engineering functions of technical staff engaged in the implementation of Underground Storage Tank (UST) Cleanup Fund programs. Oversee the planning, implementation, and completion of routine, special, and critical assignments in a timely matter and ensure consistency and quality control, including formulation and implementation of measures to improve the environmental effectiveness and administrative efficiency of the program, detect, prevent and reduce fraud, waste, and abuse. Responsible for operational planning and assigning projects; reviewing and evaluating program performance and achievements; staff development and performance.
35%	Provide oversight, review, and concurrence with complex hydrogeological reports and geological interpretations and opinions written by staff. Recommend responses to appeals of staff decisions associated with technical, geological, geological engineering, and hydrogeological opinions regarding funding program eligibility and/or cost eligibility.
15%	Assist in the development of Cleanup Fund Branch policies. Prepare regular program information updates; plan and coordinate stakeholder outreach; and represent the State Board at public meetings, workshops, and conferences to assure proper and uniform application of the Board's policies, regulations, and requirements. Act for the Assistant Deputy Director in their absence and assist the Assistant Deputy Director in responding to complex and/or sensitive inquiries from high-level sources such as the Deputy Director, the Executive Director, Board members, CalEPA, the Governor's Office, and the Legislature. Coordinate with other State Water Board Divisions and offices, Regional Water Boards, other state and local agencies, and the U.S. Environmental Protection Agency (EPA) involving projects and program status, policy interpretations, and recommendations. Serve as a liaison with the Office of Legislative Affairs, Office of Chief Counsel, and Office of Enforcement.

Marginal Functions (Including percentage of time):

5%	Perform other duties as required.
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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 ten (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.

Typical Working Conditions:



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The Supervising 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