

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 538-101-3751-007
WORKING TITLE Forest & Watershed Geology Program Supervisor (Sacramento)	DIVISION/UNIT California Geological Survey/Forest & Watershed Geology Program (FWG)
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT S09	CONFLICT OF INTEREST DESIGNATION 3, 7

REQUIREMENTS OF POSITION			
☒ MEDICAL EVALUATION	☒ CONFLICT OF INTEREST	☒ TRAVEL REQUIRED	☐ BILINGUAL FLUENCY
☒ SUPERVISORY	☐ SPECIALIST	☒ DRIVER LICENSE	☒ PROFESSIONAL LICENSE
☐ TYPING CERTIFICATE	☒ HYBRID	☐ 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 direction of the Supervising Engineering Geologist, the Senior Engineering Geologist (Supervisor) is responsible for performing Timber Harvesting Plan and Vegetation Management/Fuels Reduction Project reviews and other forest and watershed related geologic, slope stability, and erosion reviews, geologic hazard assessment, local and regional geologic and geomorphic mapping, fluvial geomorphic analysis, and supervising FWG staff in the Sacramento office. The Senior Engineering Geologist (Supervisor) also collaborates with government specialists and private-sector stakeholders to address shared concerns and reach mutually acceptable resolutions. This position also prepares and reviews clear, concise, and well-organized geologic reports and maps, typically within ten days. Duties include, but are not limited to:

POSITION DUTY STATEMENT

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
25%	Administers the design, implementation, analysis, and reporting for the geologic review of Timber Harvesting Plans and Vegetation Management/Fuels Reduction Projects, including related documents prepared by registered professional foresters, licensed geologists and engineers, and other Qualified Professionals. Mentors and shares technical knowledge with other staff. Motivates teams to work cooperatively and effectively to efficiently complete work products. Responsible for the development of highly specialized information on the potential effects of logging and vegetation management activities in unstable geologic environments as related to: (1) mapping the location and relative stability of landslides; (2) lithology, stratigraphy, structure, weathering characteristics, and engineering properties of geologic formation as they affect forest and wildland engineering structures; (3) occurrence, nature, and extent of rock materials suitable for construction; (4) designs and construction techniques for logging roads, low volume land management roads, skid trails, and landings; (5) groundwater and subsurface drainage; and (6) slope stabilization and erosion control through suitable state-of-the-art measures; (7) impacts of proposed harvesting and vegetation management on areas underlain by old mine sites and potentially hazardous mine wastes.; (8) ecological performance and cumulative effects in the forested and wildland environment; and (9) potential for impacts to public safety and the environment. Assures that program objectives are met by distributing work fairly and equitably among staff. Reviews subordinates work products. Coordinates workloads when employees are sick, on vacation, or temporarily assigned other duties. Establishes checks, review measures, and inspections, to ensure project standards are met. Maintains data tracking system for program related work products. Brings substandard performance to the attention of employees using necessary instruction and/or training to correct performance. Keeps superiors abreast of issues that might require Headquarters input. Participates in appropriate management and other meetings.
20%	Conducts on-the-ground engineering geologic inspections of proposed, in-progress, and completed timber harvesting and vegetation management/fuels reduction project sites. Prepares highly specialized recommendations, reports, maps, and graphs pertinent to the design, construction, maintenance, and ultimate use of engineered structures related to timber harvesting, vegetation management, and wildland management. Determines suitability of designs and stabilization measures prepared for other engineered structures. Prepares responses to questions from the public related to geologic issues. Conducts similar engineering geologic reports and inspections for other department and agency programs related to vegetation management, State Forest timber sales, forest improvements, prison camp and fire station sites and building locations, wildfire rehabilitation work, and forest and wildland watershed research. Conducts detailed engineering geologic mapping for slope stability, soil erosion, and sediment routing research. Conducts and supervises emergency response related to geologic hazards including post-wildfire and storm-driven landslides, earthquakes, and tsunamis when requested. Conducts detailed engineering geologic mapping for slope stability, soil erosion, and sediment routing research. Analyzes engineering geologic and erosion problems associated with Forest Practices Act and other applicable environmental regulations violations.

POSITION DUTY STATEMENT

25%	Administers the development, design, implementation, analysis, mapping, and reporting for watershed based and other specialized geologic and geomorphic studies. Uses aerial and satellite imagery, digital topography, field mapping techniques, and existing geologic and geomorphic map data to prepare quadrangle or watershed-based maps depicting the extents of mappable existing landslides and geologic units using geographic information systems (GIS). Writes reports summarizing regional geology, landslide characteristics, geologic material engineering properties, and the analyses used to prepare maps. Works with professional peers in the California Geological Survey (CGS), other governmental agencies, academia, and private industry to maintain state-of-the-art landslide and geologic hazard mapping skills and assist in technology transfer.
10%	Represents the department and division in contacts with other governmental agencies, non-profit, community, and private entities including the Board of Forestry, legislative committees, technical advisory committees, Cal Fire, Department of Fish and Wildlife, Water Quality Control Boards, the Natural Resources Agency, the timber industry, forest landowners, conservation groups, and environmental representatives. Provides engineering geologic input to technical boards and committees.
10%	Plans, organizes, directs and provides managerial review of the work performed by staff in the Forest & Watershed Program based in Sacramento. 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. Develops and manages the scope, schedule and budget for projects and agreements. Coordinates with peers in other CGS programs to facilitate inter-program projects and knowledge sharing. Identifies appropriate long-range plans and goals to address succession planning, knowledge transfer, and program objectives.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Provides training for new program staff. Conducts training sessions on slope stability, road construction, and related topics for foresters and other non-geologists involved with timber harvesting and related wildland practices. Keeps abreast of technical issues related to engineering geology and the forested/wildland environment. Conducts analysis of geologic and erosion problems associated with roads and other constructed features in the wildland environment. Assists public safety agencies by assessing event derived geologic hazards such as inspecting and assessing life-safety, utility, transportation, and private property hazards and damage in areas affected by landslides, earthquakes, severe storm events, and wildland fires. Presents papers and attends technical and professional meetings. May be called upon as an expert witness.
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 in the Tempo timekeeping system; and submits timesheets by the due date.

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SUPERVISION RECEIVED:

The Senior Engineering Geologist (Supervisor) reports directly and receives the majority of assignments from the Supervising Engineering Geologist in the Forest and Watershed Geology Program.

SUPERVISION EXERCISED:

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

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, 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 obligations under PRC 4123 with regard to vegetation management 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
FREQUENTLY	• Office work at a computer and related equipment under artificial lighting for prolonged periods of time, standing or sitting during in-person meetings is also necessary. • Work in a high-rise building • Working overtime and traveling overnight to conduct field work, attend meetings or training or complete projects. • 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. • 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. • Participate and supervise mission tasked emergency response teams with other State agencies identifying potential geologic life hazards.
OCCASIONALLY	• Post-landslide, fire, or earthquake field response may expose employee to additional hazards created by event conditions including ground failures or shaking.

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).

Employee Printed Name

Employee Signature

Date

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