



Classification: Engineering Geologist
Position Number: 880-240-3756-011

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-240-002	Classification Title: Engineering Geologist	Position Number: 880-240-3756-011
Incumbent Name: Vacant	Working Title: Engineering Geologist	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: R09
Division/Office: Office of Research, Planning, and Performance		Section/Unit: Emergency Management Program
Supervisor's Name: Krystle Taylor		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:

HR Analyst Approval: *Kathleen Hill*

Date: August 12, 2026

General Statement

Under close supervision of the Senior Environmental Scientist (Supervisory) of the Emergency Management Program (EMP), and consistent with good customer service practices and the goals of the State and Regional Boards' Strategic Plan, the incumbent is expected to be courteous, informed, and decisive, and to provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external input when completing work assignments.

Position Description

The Engineering Geologist (EG) helps provide agency wide oversight, coordination, training, and hydrogeological technical support for the Water Boards' emergency training and preparedness activities, responsiveness during emergency incidents, and roles in recovery from emergency incidents. During and after an emergency incident, the EG is focused on threats or impacts to groundwater quality but may support other Water Boards' programs and activities as well. The incumbent performs complex and sensitive emergency evaluation, consultation, and coordination, and works independently and in teams to carry out complex water resource management duties as described below.

Essential Functions (Including percentage of time):

30%	Using geologic knowledge and technical expertise, coordinate emergency planning and preparedness, response, and recovery activities across Water Boards programs, CalEPA's Emergency Response Team and/or Emergency Response Management Committee (ERMaC), other governmental agencies, nonprofit organizations, mutual aid organizations, and other interested parties to support or facilitate emergency management functions. Serve as a technical expert in how emergencies may impact groundwater quality and hydrology at meetings, workshops, conferences, or public outreach events. Support EMP team members in a backup or alternate capacity. As Duty Officer, Review California Governor's Office of Emergency Services (Cal OES) State Warning Center spill notifications. Support facilitation of internal meetings for Regional Water Board Cal OES Spill Response Coordinators. Coordinate, track, and support the needs of Cal OES, the California Environmental Protection Agency (CalEPA), and the State and Regional Water Boards during response and recovery for emergency incidents. Track and prioritize resource requests during emergency incidents. Serve as a technical expert and/or Agency Representative in the Incident Command System (ICS) and Standardized Emergency Management System (SEMS). Conduct emergency coordination activities consistent with ICS and SEMS roles and responsibilities. Provide technical guidance and expertise to emergency managers related to hydrology and hydrogeology issues.
20%	When State of Emergency Proclamations are issued by the Governor, support emergency permitting coordination needs. Additionally, support the Regional Water Boards with on-site consultations to identify Best Management Practices (BMPs) to protect water quality for an emergency incident either in person, remotely, or both, depending on the event and the needs of the Regional Water Board. Support the Title 27 and Non-Chapter 15 Waste Discharges to Land Programs and the Site Clean-up Programs with consultation and support for emergency management activities. External to EMP, serve as a technical resource for groundwater quality and hydrogeology considerations to guide and support State and Regional Water Board program staff who develop and implement water quality monitoring, assessment, and mitigation plans and projects. Research and prepare supporting materials, and work with interested parties on State and Regional Water Board initiatives related to water policy and planning activities to best prepare for mitigating the impacts of emergency incidents on water quality. Conduct outreach and engagement efforts, including developing and giving presentations and facilitating meetings and workshops. Establish and maintain partnerships and foster open communication for voices from historically underserved and disadvantaged communities, including conducting analyses and developing findings consistent with the California Water Code § 13149.2. Conduct programmatic assessments and identify actions to implement the Water Board's Racial Equity Resolution, Human Right to Water Resolution, and Climate Change Resolution in integrated water resource management. Develop talking points and outreach materials for members of the media and the public, in coordination with the Communications Office, and the Office of Public Engagement, Equity, and Tribal Affairs. Clearly convey complex technical information and concepts to diverse audiences and respond to technical and regulatory questions both verbally and in writing.



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20%	Using sound geologic knowledge and judgment, prepare reports to assess the Water Boards' performance (for example, to protect water quality during and after emergency incidents). Prepare and review informational materials, presentations, and briefings for internal and external emergency coordination meetings, public outreach, and/or social media. Develop and implement processes and procedures to expand information sharing and cross-training of technical experts within the State and Regional Water Boards. Support development and review, and provide ongoing technical support and maintenance, of State and Regional Water Board Emergency Response Plans and the Continuity of Operations Plan. Review and propose edits to Cal OES Emergency Response Plans, State Hazard Mitigation Plans, and other emergency management resources. Support coordination of After-Action and Lessons Learned related activities including scheduling and conducting After-Action and Lessons Learned meetings, drafting and finalizing After-Action Reports, and evaluating the Water Boards' response function capabilities to determine gaps. Support development and implementation of processes and procedures to expand training of Water Boards staff regarding emergency response planning and coordination. Develop and help facilitate internal training and exercises as part of emergency planning and preparedness activities. Under the direction of the EMP supervisor, develop and review policies, procedures, plans, technical documents, guidance materials, and other resources related to emergency management activities.
15%	Develop and maintain subject matter knowledge on water quality programs within the State and Regional Water Boards with a focus on the Title 27 and Non-Chapter 15 Waste Discharges to Land Programs, and the Site Clean-Up Program. Develop and maintain expertise in BMPs to protect water quality during emergency response and recovery activities, and recommend water quality monitoring needs to improve EMP's ability to respond to emergencies and develop policies and procedures that integrate with existing programmatic work across the State and Regional Water Boards. In coordination with the Regional Water Boards, conduct field inspections of permitted facilities and activities to assess compliance. As assigned, participate in programmatic Roundtable meetings to stay informed on changes to Water Boards programs, implementation challenges, and other information that may be pertinent when conducting annual reviews and updates of emergency management plans, policies, and procedures. Develop and maintain GIS tools and other data management and/or visualization tools to support decision-making and planning.
10%	Develop, maintain, and update internal and external websites, SharePoint sites, and other media used by EMP and the State and Regional Water Boards to support emergency management activities. Acquire and maintain 40-HR HAZWOPER certification, emergency management training and certifications, and other training required for State of California and Water Boards employees.
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 sit/stand at desk, utilize a phone, and a keyboard for extended periods of time. Ability to retrieve and/or move objects or materials of up to 30 pounds. Field work may require navigating uneven, rugged terrain for extended periods of time, scaling ladders and stairs, and the use of Personal Protection Equipment (PPE) including but not limited to steel toe boots, hard hats, and safety vests. Field work may occasionally require personnel to be outdoors in extreme temperatures and varying weather conditions for extended periods of time. During emergency activations the Engineering Geologist may be required to work in the State Operations Center (SOC), State Agency Emergency Operation Center (EOC) or local EOCs or other locations to aid in emergency response and recovery activities. The Engineering Geologist must be able to work effectively independently and in teams under stressful, complex, high-stakes conditions; work effectively and cooperatively under pressure; provide verbal and written technical material under very short time frame which impacts public health, safety, and the environment.

Typical Working Conditions:

The incumbent works on the 13th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The base work schedule is Monday through Friday. Travel may be required up to 20% of the time locally and within the state on short notice and may be higher than 20% during active emergency incidents. Mandatory overtime, including evening, holiday, and weekend work, may be necessary when the Water Boards is assigned a Mission Task by Cal OES, or as other emergency coordination needs require. Working conditions may vary considerably from the typical and may include work at the Cal OES SOC, local EOCs, and/or other field work.

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 Name	Employee Signature	Date