

☐ CURRENT ☒ PROPOSED

POSITION INFORMATION	
NAME	MCR I
CLASSIFICATION Senior Engineering Geologist (Supervisor)	POSITION NUMBER 538-103-3751-XXX
WORKING TITLE System Operations Manager	DIVISION/UNIT California Geological Survey/ Earthquake Engineering Program
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: IN-OFFICE	

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 and supervision of the Supervising Engineering Geologist of the Earthquake Engineering Program in the California Geological Survey (CGS), the Senior Engineering Geologist Supervisor, System Operations Unit, is responsible for managing the data acquisition from seismic stations in the field and archiving raw data, incorporating the correct metadata, as well as coordinating with partner network for sharing metadata and contributing to the Earthquake Early Warning systems and other projects. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS	
PERCENT	DESCRIPTION
35%	Manage and maintain SMIP’s data acquisition system; including responsibility for data from the field to automatically be gathered, processed to raw v0 level and delivered to the Data Products unit; coordinate operation and development of related real-time applications

POSITION DUTY STATEMENT

	(QuakeMap, Antelope, RTPD); assist in management of contracts and coordinate with contractors for meetings and reports.
25%	Coordinate SMIP's involvement in state and federal earthquake early warning programs; attend related meetings and work with EEW coordinators from partner agencies; assist in development of related contracts and draft required quarterly/annual reports; work with Field Operations to maintain proper up-time of related stations.
15%	Review S metadata for SMIP stations (including ISC files, LOC file, Station List, v0d, SIS and StationXML); notify Field Operations and/or Structural Response and Data Interpretation units of any metadata related issues; provide metadata to partner networks/contractors; maintain and update metadata in the ANSS Station Information System (SIS) software.
10%	Plan, organize, direct and provide managerial review of the work performed by staff in the Systems Operations Unit. Provide regular and timely written performance appraisals to staff. Counsel staff and initiate disciplinary actions as necessary. Recruit, hire, train, develop, and provide leadership to staff. Comply with state and Federal laws, rules, regulations, bargaining unit contracts, policies in all personnel practices, included but not limited to: hiring, employee development and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer.
10%	Perform other related duties consistent with the classification specifications in support of program activities as required.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Perform administrative duties including, but not limited to: adhere to department policies, rules and procedures; submit administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date.

SUPERVISION RECEIVED:

The Senior Engineering Geologist (Supervisor) reports directly to and receives the majority of assignments from the Supervising Engineering Geologist for Earthquake Engineering.

SUPERVISION EXERCISED:

The Senior Engineering Geologist (Supervisor) supervises Engineering Geologists (staff seismologists), Research Data Specialist, and Senior Precision Electronics Specialist and staff supervised by the Senior Precision Electronics Specialist (Communications) in the System Operations Unit.

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

POSITION DUTY STATEMENT

documentation and utilize the competitive hiring process; and approve or deny administrative requests including leave, overtime, travel, and training.

PERSONAL CONTACTS:

Interacts with individuals from various government agencies and companies planning to do contracted work related to CGS strong motion projects to make sure products are timely and accurate.

ACTIONS AND CONSEQUENCES:

If the work is performed inadequately the consequences of error would be significant. Contract obligations could not be met which would risk funding for various projects. The engineering characteristics of sites, if not properly established and made available to data users, severely compromises the value of the data in improving building codes and design practices. Data users will not have accurate data needed for structural design, research and response to earthquakes.

CONDUCT AND ATTENDANCE EXPECTATIONS:

This position is an in-office role based on the needs of the Department of Conservation. Staff are expected to adhere to all applicable state information security policies and promptly report any damaged or lost equipment to their supervisor. Courtesy, fairness, honesty, and respect are required in all interactions with state employees, peers, management, and the public. Regular attendance according to the approved work schedule is mandatory, and commute time is not considered work time.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
FREQUENTLY	• Works in an office environment sitting at a desk during core office hours using a desktop computer, keyboard, mouse, monitor and printers under non-natural lighting for prolonged periods of time. • Work in a high-rise building. • Use equipment such as computers, printers, and plotters. • Bending and stooping to retrieve and replace files and records. • Moving about the office and standing or sitting during in-person meetings is also necessary.
OCCASIONALLY	• Travel via private transportation (i.e., automobile, airplane, etc.) inside California may be required. • Operation of state-owned vehicle to drive long hours to meetings. • Working extended hours to meet project deadlines and to attend meetings, on-site reviews, or training inside California. • Walking on irregular surfaces at field-sites may be required.

POSITION DUTY STATEMENT

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
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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
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