

DUTY STATEMENT☒ **CURRENT**☐ **PROPOSED**

RPA Number: HRC0001307	Classification/CBID: Engineering Geologist / R09	Position Number: 810-552-3756-068
Incumbent Name:	Working Title: Engineering Geologist	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Program/Division: Site Mitigation and Restoration Program	Branch/Section/Unit: Geological Services Branch	Reporting Location: Berkeley
Supervisor's Name: James Durkin	Supervisor's Classification: Senior Engineering Geologist	Position Telework Eligible: ☒ YES ☐ NO
Confidential Designation: ☐ YES ☒ NO	Designated Position for COI: ☒ YES ☐ NO	Position Designated Bilingual: ☐ YES ☒ NO
Supervision Exercised: ☒ None ☐ Lead ☐ Managerial ☐ 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 close supervision (Range A), general supervision (Range B), or general direction (Range C and D) of the Senior Engineering Geologist (Unit Chief), the Engineering Geologist (EG) in the Geological Services Branch (GSB) of the Site Mitigation and Restoration Program (SMRP), serves as technical consultant pertaining to all geologic matters related to site investigation, cleanup, and enforcement of hazardous waste regulations. The EG reports directly to and receives most assignments from the Unit Chief; however, direction and assignments may also come from the Branch Chief, Division Chief, or Deputy Director. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):	
35%	<u>Technical Expert/ Consultative Services</u> Serves as technical expert on all matters related to geologic engineering, and specifically on the interaction between geologic conditions and chemical contaminants in rock, soil, soil gas, groundwater, and surface water media. Conducts technical reviews of, and/or prepares technical reports/recommendations on, environmental documents including but not limited to: Phase I reports; Preliminary Endangerment Assessments; Resource Conservation and Recovery Act (RCRA) Facility Assessments; soil, soil gas, and groundwater investigation workplans and reports; results of site investigation and characterization reports; sampling and analysis plans; human health and ecological risk assessments; pilot and treatability studies; feasibility studies; remedy selection documents; remedy decision, design, implementation, and completion reports; operation and maintenance plans and reports; groundwater and soil gas monitoring reports; RCRA permit applications; RCRA closure applications and reports; and all other related environmental documents to ensure that geologic conditions are properly characterized and adequately considered in all DTSC determinations and decisions. Utilizes a variety of industry standard tools such as models and geographic information systems in order to provide expert and consultative services in the areas listed above.
20%	<u>Investigation/Oversight</u> Undertakes or oversees investigation of hazardous waste release sites to characterize nature and extent of contamination, evaluate risk to human health and the environment, develop remedial options, and implement cleanup decisions. Evaluates reports or conducts independent evaluation pertaining to siting and design of hazardous waste facilities, engineering geologic studies of seismicity, slope stability, liquefaction, erosion potential, and other seismic hazards to ensure that people and the environment are protected. Evaluates reports of, or conducts use of, mathematical models to simulate geologic or hydrogeologic conditions and their effect on fate, transport and remediation of contaminants.
15%	<u>Field Activities</u> Conducts field visits of hazardous waste sites to gather and/or verify information about physical and geologic conditions related to waste handling, contaminant releases and release mitigation measures. Conducts or oversees field investigation activities including drilling, well construction, aquifer testing, and various environmental sampling (soil, soil gas, groundwater, etc.). Conducts inspection of sites and facilities to evaluate compliance with statutes and regulations applicable to environmental monitoring and hazardous substance handling. Inspects equipment and evaluates operational methods used in environmental monitoring and remedial systems at sites and facilities. Prepares written and/or photographic records to document field observations.
5%	<u>Regulatory Assistance</u> Conducts or assists in enforcement inspections of groundwater monitoring facilities and activities for compliance with applicable statutes and regulations and approved monitoring and sampling plans. Assists in review of regulations to identify problems, weaknesses and inconsistencies, and assists in development of new or revised regulations to improve effectiveness in protecting public health and the environment.
5%	<u>Training and Technical Guidance Development</u> Develops and provides training to DTSC staff about principles and best practices in environmental investigations and cleanup based on proper consideration of geologic conditions. Conducts research and develops technical guidance documents on environmental principles and best practices in support of DTSC needs and goals.
5%	<u>Public Outreach and Inter-agency Coordination</u> Assists management and staff in the presentation of reports, findings, and recommendations on technical issues at public meetings and other external outreach activities. Participates in collaborative and coordination activities with Federal, state and local agencies, public officials, professional organizations, academic institutions, and community organizations. Provides testimonies, declarations, depositions, or acts as expert witness, as appropriate, on geologic issues related to disposal, treatment, or remediation of hazardous waste.

5%	<u>Tracking</u> Provides unit supervisor and customers with timely information on status of assignments, recommendations, critical issues and emerging problems. Communicates in an effective manner with all co-workers based on designated roles and responsibilities; resolves disputes in a respectful and professional manner; and negotiates budgets and deadlines. Conducts work consistently with the DTSC's Strategic Plan by maintaining tracking databases in support of performance goals and measures.
5%	<u>Administrative Duties</u> Performs administrative duties including but not limited to adheres to Departmental 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. Plans and manages workload, including multiple assignments with potentially conflicting deadlines.
Marginal Functions (Including percentage of time):	
5%	<u>Other Related Duties</u> Other related duties as assigned.
Consequences of Error:	
Failure to effectively perform the duties of the position could result in not meeting executive and branch Deadlines and DTSC's mission, resulting in potential negative fiscal and public relations impacts, and potential risk to the public health and the environment.	
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 type on a keyboard for extended periods of time. Required to stand, bend, squat, reach, grasp and pick up items consistent with office work. Individually able to transport up to 35 pounds.	
Typical Working Conditions:	
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. Perform assignments in a team environment by working in collaboration with other team members, providing peer review, sharing information in a timely manner, participating in team-based decision making, and maintaining an environment of mutual trust and cooperation. Travel to in person meetings as required. Travel to staff in person or project meetings as required.	
Special Requirements of Position (Check all that apply):	
☐ 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 DTSC HAZWOPER and annual refresher, first aid/CPR, and defensive driving. Attend meetings, hearings, and work with staff statewide to complete projects and work assignments on a weekly, monthly or bi-monthly basis depending upon complexity of project or work assignment. Apply 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. This position also handles sensitive and confidential materials/matters.

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: ke Date Approved: 8/20/2026

Revision Date (if applicable): Click or tap to enter a date.