

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Engineering Geologist		DWR POSITION NUMBER 1650-3756-002	SAP POSITION NUMBER 50083103	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DRA/FAB/Section C	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☒ Rank and File BU: R09				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) David Chan	SUPERVISOR'S CLASSIFICATION Senior Engineer, Water Resources	
APPROVED BY (Personnel Analyst's Name) S. Meeks			DATE 9/8/26	
<i>Percent of Time</i>	<i>Activity</i>			
45%	POSITION SUMMARY Under the direction of the Senior Engineer, Water Resources and with guidance from the Senior Engineering Geologist, the Engineering Geologist conducts geologic, hydrogeologic, geophysical and/or engineering analyses and serves as a grant manager to support the work of the Sustainable Groundwater Management (SGM) Grant Program and other grant programs in the Financial Assistance Branch. ESSENTIAL FUNCTIONS This position requires the incumbent to communicate effectively both verbally and in writing and work cooperatively with Department staff and State, federal, and local agencies and their representatives on technical and administrative matters related to grant programs and project implementation; and maintain regular, consistent, and predictable attendance. The specific essential duties include, but are not limited to, the following: Provide technical oversight of grant-funded projects. Independently prepare engineering materials for contracts and oversee implementation of awarded projects. Tasks include: understand engineering and geologic aspects of the project in relation to grant guidelines; prepare grant agreements and amendments, review grant invoices, review quarterly reports and other project deliverables; coordinate with the grant recipients and local project sponsor(s), meet and conduct periodic field visits to monitor work progress, and maintain project information in tracking and reporting databases. Act as engineering or geology resource and point of contact to grantees to ensure project scope and schedules are met and in budget compliance. Prepare agency performance evaluation and project completion forms. Work cooperatively with program staff and grant recipients to ensure completion of required environmental studies/documentation in compliance with the California Environmental Quality Act.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Vacant		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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20%	Provide support to develop and administer grant solicitation processes, such as for the SGM Grant Program, which specifically requires an understanding of engineering and geologic aspects of sustainable groundwater management in California. Major tasks include: prepare and edit program guidelines; develop grant proposal solicitation packages; evaluate proposals using standardized scoring criteria; and assist management in developing proposal ranking and funding recommendations. Other routine tasks include: prepare and manage records based on established policies and procedures; retrieve grant-related information from databases, including using GIS or ESRI software, to assist program managers in responding to State auditors' data requests and public inquiries; and assist in preparing grant program quarterly reports, correspondences, budget items, and schedules for review.				
20%	Assist the SGM Grant Program Project Manager with grant programs that fund Groundwater Sustainability Agencies to develop and implement plans that comply with the Sustainable Groundwater Management Act (SGMA) regulations by contacting grantees, responding to technical questions, and providing feedback on complex groundwater issues. Coordinate funding opportunities and projects with Department of Water Resources SGMA Program and Regional offices[SM1.1] and the basins that they oversee through meetings and emails. May require performing water inventories and hydrogeologic studies, groundwater basin characterization, land use evaluations, development of regional groundwater data standards, data management, well installation and geological and hydrogeologic studies; and the creation and maintenance of databases to track grant applications.				
15%	Conduct Regional Assistance public outreach through workshops and presentations to demonstrate the outcomes and value of State investments in Integrated Water Management. Meet with local agencies and other interested parties concerning grant program opportunities and requirements. This may require driving a vehicle on remote public roadways. Prepare and manage electronic files; prepare clear and concise engineering and/or engineering geologic reports and documents. Act as the branch duty officer (rotating shifts), provide audit assistance, support Bond Drill activities and assist with Bond accountability requirements. OTHER RESPONSIBILITIES This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during Governor declared emergencies, flood, dam, SWP, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as CalOES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.				

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	SPECIAL REQUIREMENTS This position requires the incumbent be able to travel by airplane, vehicle and/or other form of transportation to different areas or field locations in California, with some overnight stay or overnight travel to attend meetings. Overtime work may be required to meet program deadlines. The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position. 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.			