☐ CURRENT ☒ PROPOSED

POSITION INFORMATION	
NAME	**MCR** **I**
CLASSIFICATION Supervising Engineering Geologist	**POSITION NUMBER** 538-106-3748-590
WORKING TITLE Minerals Program Manager	**DIVISION/UNIT** California Geological Survey/Mineral Resources 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	

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 general direction of the Watershed Hazards and Climate Adaptation Branch Chief, the Supervising Engineering Geologist manages the California Geological Survey (CGS) Mineral Resources Program, overseeing mineral and geothermal resource assessments, geologic carbon sequestration initiatives, and related subsurface investigations. The incumbent directs staff and program operations, establishes strategic priorities, advises on policy, and coordinates with stakeholders to advance program objectives. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
35%	Responsible and accountable for the administration of CGS's Mineral Resources Program, which includes statewide mineral resource mapping and assessment under the Surface Mining and Reclamation Act (SMARA), geothermal resource investigations and assessments, geologic carbon sequestration initiatives, and related subsurface resource characterization,

	mapping, geochemistry, and applied geoscience projects. Responsible for the completion of Program projects on schedule, within budget, and in compliance with applicable laws, regulations, policies, and administrative requirements. Establishes performance expectations, provides scientific, technical, and professional guidance, evaluates the progress and quality of Program work, and is responsible for evaluating Program status, strategic planning, and organizational efficiency and effectiveness. Provides oversight of critical facility reviews and coordinates staff input with other CGS programs and organizational units as appropriate.
25%	As a member of CGS's management team, participates in management meetings and other forums to advise CGS leadership and the Department of Conservation (DOC) on program operations, priorities, and policy. Provides advice to the State Geologist and Branch Chief in the development of statewide policy, strategic initiatives, and program direction related to California's subsurface resources, including mineral resources and hazards, geothermal resources, geologic carbon sequestration, and other emerging subsurface resource issues. At the request of the State Geologist, prepares administrative reports and represents the California Geological Survey and the Department of Conservation in interactions with the public, local, state, and federal agencies, Tribal governments, industry, academic institutions, and other stakeholders. Maintains effective working relationships with partner organizations to advance Program objectives and facilitate interagency coordination. Under the direction of the State Geologist, conducts complex and sensitive investigations, analyses, and special assignments of significance to the California Geological Survey and the Department of Conservation.
20%	Under the direction of the State Geologist, develop initiatives for new and expanded projects within the Mineral Resources Program, including mineral and geothermal resources, geologic carbon sequestration, hazard assessments, and other subsurface resource investigations. Identifies opportunities for collaboration, funding, and technical support with federal, state, Tribal, local government, academic, and private-sector partners to advance Program objectives. Maintains awareness of emerging geologic, scientific, technical, and regulatory developments affecting the Program to ensure that Program activities reflect current professional standards, scientific best practices, and the evolving needs of the State. Evaluates Program effectiveness, identifies significant scientific, technical, administrative, and policy issues, and recommends strategic priorities, budget change proposals, and organizational improvements to address those issues. Coordinates with the Branch Chief, Chief Deputy of Operations, and the State Geologist to ensure that appropriate staffing, logistical support, and other resources are available to accomplish Program objectives.
10%	Plans, organizes, directs, and provides managerial oversight of the work performed by staff within the Mineral Resources Program. Establishes performance expectations and provides regular, timely performance evaluations, coaching, mentoring, and professional development opportunities for staff and subordinate supervisors. Counsels staff and initiates disciplinary actions, as appropriate. Recruits, hires, trains, develops, and provides leadership to staff. Ensures compliance with applicable state and federal laws, rules, regulations, bargaining unit agreements, and departmental policies in all personnel practices, including hiring, employee development, performance management, and corrective actions. Develops and implements long-range workforce plans to support the Program Manager leadership competencies, succession planning, knowledge transfer,

	employee engagement, and the continued development of the Program's technical and leadership capabilities.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	May be required to act as backup to the State Geologist or Branch Chief in their absence. Duties would include attending the department executive staff meetings, the State Mining and Geology Board Meetings, and other meetings on the State Geologist's or Branch Chief's behalf.
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; submits timesheets and other required documentation by the due date.

SUPERVISION RECEIVED:

The Supervising Engineering Geologist reports directly to and receives general direction from the Watershed Hazards and Climate Adaptation Branch Chief, with second-line direction from the Chief Deputy of Operations and the State Geologist, Division Chief of the California Geological Survey.

SUPERVISION EXERCISED:

The Supervising Engineering Geologist supervises Senior Engineering Geologist staff. Provides general operational direction to the Mineral Resources Program staff. Indirectly supervises all other Mineral Resources Program staff.

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 Supervising Engineering Geologist routinely interacts with CGS and DOC staff, federal, state, and local agencies, and the State Mining and Geology Board, and may engage in extensive public and professional contact. Communication may occur through in-person meetings, written correspondence, telephone, and e-mail. The position may be assigned to serve as a liaison between CGS and other organizations on issues related to mineral hazards, mining and mineral resources, mineral land classification, geothermal resource assessment and planning, carbon sequestration and subsurface storage, and other program-related responsibilities.

ACTIONS AND CONSEQUENCES:

If these functions are not adequately performed, consequences may include, but are not limited to:

- CGS will not meet its legislative mandates to identify and classify mineral resources.
- CGS will not meet its contractual obligations to assure timely and accurate completion of work under interagency agreements.
- Potential loss of contract funding significantly impacting program budget.
- Negative impacts to CGS's relationships with our state and federal partners and 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.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
FREQUENTLY	• Work 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. • Moving about the office and standing or sitting during in-person meetings • Bending and stooping to retrieve and replace files and records. • Use of cellular phone/telephone. • Work in a high-rise building. • Strenuous field work in mountainous, forested, and desert terrains during all weather conditions; in road cuts, mines, or other excavations; around drilling and excavation equipment; on foot, or in off-road vehicles, in all-terrain vehicles.
OCCASIONALLY	• Post- landslide, fire, or earthquake field response may expose employee to additional hazards created by event conditions including ground failures, chemical substances, or ground 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**