Classification: Engineering Geologist
Position Number: 880-140-3756-040

DUTY STATEMENT

☐ **CURRENT** ☒ **PROPOSED**

RPA Number:	**Classification Title:** Engineering Geologist	**Position Number:** 880-140-3756-040
Incumbent Name:	**Working Title:** Engineering Geologist	**Effective Date:** TBD
Tenure: Permanent	**Time Base:** Full-Time	**CBID:** Bargaining Unit 9
Division/Office: Los Angeles Regional Water Quality Control Board	**Section/Unit:** Underground Storage Tank and Oil and Gas Program/Los Angeles Coastal Unit	
Supervisor's Name: Kevin Tomita	**Supervisor's Classification:** Senior Engineering Geologist	

Human Resources Use Only:	
HR Analyst Approval:	**Date:**

General Statement

Under the direct supervision of the Senior Engineering Geologist over the Underground Storage Tank (UST), and Oil and Gas Program, and consistent with good customer service practices and the goals of the Water Boards' Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal/external customer input when completing work assignments.

Position Description

Under general supervision, the incumbent performs complex professional engineering geologic work and hydrogeologic analysis related to groundwater quality. The incumbent will participate in the collection of hydrogeologic data, as well as data management and analysis. The incumbent is also responsible for technical and procedural guidance. Specific duties include:

Essential Functions (Including percentage of time):

45%	For Water Board's UST, site remediation, and oil and gas cases, interpret detailed geologic cross-sections, geophysical logs, and other information to assess hydrogeology and geology at oil and gas production areas. Review and interpret monitoring plans to assess groundwater quality associated with oil and gas related activities. Review, interpret, and report water quality, geologic, land use, and other data to identify trends in statewide groundwater quality and susceptibility. Review results of groundwater studies and evaluate for technical validity. Review and make recommendations to management regarding groundwater monitoring exemption requests submitted by oil and gas operators. Prepare oral and written accounts of findings and determinations in presentations for management, Board Members and the public.
25%	Perform complex data analyses, data management and layout preparation using geographic information systems. Incorporate the analysis of data into reports and responses to interested parties. Utilize the GeoTracker, Groundwater Ambient Monitoring and Assessment (GAMA) database to access pertinent data to incorporate in various reports to meet regulatory reporting requirements.
15%	Perform fieldwork assignments including sampling of domestic wells and monitoring wells which may be associated with other Regional Board programs including the GAMA program. Perform inspections of water well sampling and oil and gas production operations. Conduct field audits of property owner requested water sampling associated with oil and gas production activities for Water Board's UST, site remediation, and oil and gas cases.
10%	Participate in public outreach related to water quality. Respond to requests for information from the public, Regional Water Boards, State Water Board management, dischargers, and the Legislature. Prepare routine correspondence, and performs related duties as assigned.

Marginal Functions (Including percentage of time):

5%	Perform other duties as required.

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. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. Ability to drive a vehicle to conduct site inspections, attend offsite meetings, workshops, and conferences.

Typical Working Conditions:

The incumbent works on the 2nd floor of a 10-story office building in downtown Los Angeles, in a non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. The work schedule for the incumbent is a hybrid schedule with a minimum of four in-office days a month. The presence in the office is subject to operational needs and may change per management direction. Travel may be required locally and within the state.

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 a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date