DUTY STATEMENT

☒CURRENT ☐PROPOSED

RPA Number: **HRC0001372**	Classification/CBID: **Engineering Geologist/R09**	Position Number: **810-511-3756-020**
Incumbent Name: **Vacant**	Working Title: **Project Manager**	Effective Date:
Tenure: **Permanent**	Time Base: **Full-Time**	Intermittent Hours Per Month:
Program/Division: **Site Mitigation and Restoration Program**	Branch/Section/Unit: **Sacramento**	Reporting Location: **Sacramento**
Supervisor's Name: **Juan Peng**	Supervisor's Classification: **Sup HSE I**	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 the close supervision (Range A), or under general supervision (Range B), or under the direction (Range C and D)of the Supervising Hazardous Substances Engineer I (Supervisory) (Unit Chief) in the Sacramento Branch of the Brownfields and Environmental Restoration Program (Cleanup Program), the Engineering Geologist (EG) serves as a project manager and oversees all aspects of assessment, investigation and/or cleanup of assigned hazardous waste/substance sites and other administrative duties. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):

35%	**Geological Assessment/Evaluation** Reviews or prepares technical geologic reports and other documents including, but not limited to: Phase I, PEA; site characterization workplans and reports; sampling and analysis plans; pilot and

	treatability studies; feasibility studies; remedy selection documents; design, implementation, and completion reports; operation and maintenance plans; five-year reviews; and long-term monitoring reports for compliance with approved plans. Applies knowledge of recognized environmental conditions, geology, subsurface investigations, underground transport processes of contaminants, and hydrogeology. Evaluates geologic, hydrologic, and geochemical data of the surface and subsurface to characterize the occurrence and migration of contaminants. Reviews and prepare cross sections, maps, charts, and graphs that illustrate the physical and geochemical setting of contaminated sites. Makes recommendations to responsible parties on specific locations of monitoring devices to detect the presence and movement of contaminants in soil, soil gas, groundwater, and air . Reviews and assists in the development of sound conceptual site models as framework for effective investigation strategies that align with DTSC guidance, policies and procedures. Characterizes groundwater occurrence, flow direction, velocity and discharge rate used to identify contaminant migration. Evaluates subsurface fate and transport of contaminants, including the use of mathematical modeling tools to determine the extent of contamination in the soil/groundwater. Assesses statistical and trend analysis of water quality and other environmental data.
25%	**Project Management** Plans and manages a workload consisting of one or more assignments on projects with sometimes conflicting deadlines to ensure all assignments are completed on time and within budget. Reviews or prepares cost estimates and coordinates with the other DTSC staff to ensure adequate financial assurance mechanisms are in place for the selected remedy, and long-term operation and maintenance. Prepares and maintains accurate project schedules to facilitate allocation of resources. Prepares estimates for oversight costs for each assigned project and follows-up with the Responsible Parties and project proponents to ensure payment of invoices of billed activities. Routinely updates and maintains project information on existing sites in DTSC's EnviroStor database, including uploading major milestone documents to EnviroStor on a timely basis. Maintains site files and databases for internal and external use. Communicates internally to USEPA or local or state agencies and externally to stakeholders: such as responsible parties and their consultants, and to the public, the status of assignments, recommendations, or issues and prepares clearly written and understandable documents. Conducts assignments in a team environment by providing information and coordinating project work with other team members. This includes participating in team-based decision making, respectfully resolving disputes, and maintaining an environment of trust. Ensure statutes, regulations, and internal policies that apply to site cleanups are appropriately addressed.
10%	**Site Inspections/Oversight** Coordinates and conducts on-site oversight of field activities including the collection of field samples, construction of remedies, and remedial system operation and maintenance to ensure compliance with approved plans and applicable Health and Safety protocols. Oversees drilling, environmental sampling, well construction, and aquifer testing to ensure work is conducted in accordance with approved plans and best practices. Performs site inspections to verify compliance with site order or agreement requirements, including compliance with land use covenants. Analyzes complex regulatory issues and provides sound technical recommendations to management and staff within DTSC.
10%	**Representative** Coordinates with other local, state, and federal regulatory agencies to assure compliance with appropriate state and federal requirements. Interfaces and coordinates with members of the public, legislators, the regulated community, other agencies, and the media, to provide and explain site information. Prepares or reviews public participation plans, work notices, public notices, and/or fact sheets. Participate in community meetings, workshops, and interviews to address community concerns and promote transparency of DTSC project decisions. Responds to public inquiries or complaints.
5%	**Research** Research internal and external facility and site records; prepare summary reports documenting instances of uncontrolled release of hazardous materials. Identifies responsible parties. Drafts or

	coordinates preparation of: Corrective Action Order/Agreements; Unilateral Orders, Voluntary Cleanup Agreements, Operation and Maintenance Agreements, Consultative Agreements, and Land Use Covenants. Helps with legal proceedings and participates in negotiations and litigation, as necessary. Prepares CEQA-compliance documents, as needed, for DTSC regulatory decisions. Working in conjunction with the Office of Legal Counsel, identifies, conducts and/or reviews supplemental studies necessary to complete the CEOA-compliance documents.
5%	**Administrative Duties** 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. Other duties as assigned.
Marginal Functions (Including percentage of time):	
5%	**Mentor** Participates in statewide workgroups/teams to resolve technical and regulatory issues; develops or updates policy and guidance; and/or makes recommendations to management on regulatory or policy matters. Make presentations to public forums, public officials, and external public agencies. At Range D, EG mentors and trains EG in ranges A-C and provides peer review as a geologist in responsible charge (applies to EG with License only).
5%	**Contracts** Assists in the procurement of state contractors; identifies projects eligible for orphan state funding or NPL match; develops cost estimates and tasks to be conducted; prepares Voluntary Cleanup Agreements and negotiates site specific contracts; provide necessary documentation to finalize site specific contracts; prepare work orders/field orders and process invoices; contract oversight; and close out site-specific work orders or contracts. Interfaces and coordinates with Budget and Contract Unit Staff and ensures work complies with DTSC and Department of General Services and, if applicable, federal contracting requirements.
Consequences of Error: (if applicable)	
Typical Physical Conditions/Demands:	
The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. It may be required to stand, bend, squat, reach, grasp and pick up items consistent with office work. The incumbent may be required to lift 10 pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods.	
Typical Working Conditions:	
Works in multi-story building, 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.	
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 HAZWOPER, annual DTSC HAZWOPER refresher, biennial first aid/CPR, and defensive driving.

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 Statement

I have discussed these duties with my supervisor and have been provided 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*.

**A 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 a 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: Click or tap here to enter text. Date Approved: Click or tap to enter a date.
Revision Date (if applicable): Click or tap to enter a date.