JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Senior Engineering Geologist	**7600-3751-593**	**50077229**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBA**	**Regional Assistance/SCRO/Regional Planning**

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☐	☑ **S09**	☐	☐

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	**Dane Mathis**	**Supervising Engineering Geologist**

APPROVED BY (Personnel Analyst's Name)	DATE
S. Meeks	**11/3/26**

Percent of Time	*Activity*
	POSITION SUMMARY **Under the direction of the Supervising Engineering Geologist, the incumbent serves as the Regional Planning Section Manager and plans, leads, organizes, supervises, and controls the staff and activities of the Section. The incumbent will oversee staff working on geologic, hydrologic, and water quality investigations and activities using appropriate scientific methods.**
	ESSENTIAL FUNCTIONS **This position works cooperatively and effectively with others; takes independent action; maintains regular, consistent, predictable attendance; and exercises good judgment. The specific duties are:**
35%	**Performs management and administrative functions including planning and evaluating existing and future technical section activities, maintaining conformance with departmental policy, organizational and section budgeting, providing direction to staff and others on section activities, reviewing correspondence, and preparing and reviewing reports. Develop and maintain a highly skilled professional staff to meet the Department's mission through: assigning and distributing work, monitoring and evaluating performance, preparing annual A&D reports, determining training needs and approving training requests, implementing the three phases of progressive discipline, verifying and approving employee's attendance and leave requests, interviewing and hiring qualified employees, understanding employee's rights with regards to labor relations, and leading by example.**
20%	**Supervises and directs the preparation of geologic, hydrological, and water quality investigations conducted by the Section. Oversees the preparation of geologic reports using appropriate scientific methods for DWR and related projects.**
15%	**Coordinates the Section's work for the Sustainable Groundwater Management and California Water Plan programs, which includes application of hydrologic and groundwater models to various water supply investigations and provides technical assistance to local water districts and the public.**

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Dane Mathis	➢	

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)	EMPLOYEE'S SIGNATURE	DATE
	➢	

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Senior Engineering Geologist	**7600-3751-593**	**50077229**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBA**	**Regional Assistance/SCRO/Regional Planning**

Percent of Time	*Activity*
[15% con't]	**This work may include outreach and communication of program objectives, evaluation of groundwater sustainability plans to assess compliance with regulations, conducting technical studies of alluvial groundwater basins and detailing the findings in related Bulletin 118 Updates, and providing technical assistance and evaluation of basin boundary modification requests from local agencies. This may require driving a vehicle on public roadways or in the field on uneven terrain.**
15%	**Provides geologic and hydrologic support to Sustainable Groundwater Management Grant Program, including analyzing adequacy of groundwater and hydrological data. Monitors the evaluation of grant applications and the development and administration of grant agreements assigned to the Section. This work may include the management of grants for bond-funded programs and projects, and review and approval of reimbursement requests.**
10%	**Supervises the Section's work on the Statewide Planning Program, including the preparation of groundwater information and hydrologic studies needed for Bulletin 160 - California Water Plan updates. This may include regional reports on water supply and demand in the South Central Region geographic area, as well as designated hydrologic units outside District boundaries. This work may include data collection and compilation within technical databases for compiling water demands and use for inclusion in statewide reports.**
5%	**Prepares memoranda for Branch Manager, Division Manager, and Executive review regarding geologic databases and hydrological issues; prepares reports, makes recommendations, and provides geologic and hydrological assistance to other DWR programs. Acts as a resource person, offering advice and consultation to Branch Manager within area of expertise and program responsibility. Represents DWR at public meetings, workshops, and on committees. May use a PC and utilize Word and Excel to operate and manipulate files and data in the performance of these duties. Attends meetings, seminars, and technical conferences; makes presentations on behalf of DWR; performs special projects as assigned by the supervisor.**
	OTHER RESPONSIBLITIES **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 Cal OES 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.**

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Senior Engineering Geologist	**7600-3751-593**	**50077229**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBA**	**Regional Assistance/SCRO/Regional Planning**

Percent of Time	*Activity*
	FINANCIAL DISCLOSURE REQUIREMENT **This position is covered in the Political Reform Act and requires financial disclosure within 30 days of the first and last day physically worked in a covered position and annually by April 1st.** **SPECIAL REQUIREMENTS** **Must possess a valid California Driver License. Must be able to travel and stay overnight as required by the job.** **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.** **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.** **ABILITIES REQUIRED** **1. Operate a computer in the office using such programs as Word, Excel, as well as draft reports and memos, monitor expenditures using a spreadsheet or database, and budget and monitor program costs.** **2. Plan, budget, direct and organize the work of Departmental programs, including effectively using SAP, the Department's current enterprise resources program.** **3. Travel out of town for meetings, conferences and fieldwork for several consecutive days or weeks.** **4. Be responsive in a positive manner to maintain the confidence and cooperation of others.** **5. Keep abreast of developments and technologies related to assigned duties.** **6. Strong written and oral language skills.**