DUTY STATEMENT

☒CURRENT ☐PROPOSED

RPA Number: **HRC0001387**	Classification/CBID: **Senior Engineering Geologist/U09**	Position Number: **810-591-3751-102**
Incumbent Name:	Working Title: **NorCal Schools Senior Engineering Geologist**	Effective Date:
Tenure: **Permanent**	Time Base: **Full-Time**	Intermittent Hours Per Month:
Program/Division: **Site Mitigation and Restoration Program**	Branch/Section/Unit: **Legacy Landfills**	Reporting Location: **Sacramento**
Supervisor's Name: **Tim Crick**	Supervisor's Classification: **Supervising Hazardous Substances Engineer I (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 general direction of a Supervising Hazardous Substances Engineer I (Sup HSE) in the Legacy Landfill Office (LLO) Branch of the Site Mitigation and Restoration Program (Cleanup Program), the Senior Engineering Geologist (Sr. EG) oversees Responsible Parties (RPs) essential site operations, site investigations and cleanup actions and may serve as a project manager and act as a technical advisor to project managers. Work must be done following established laws, regulations, policies, procedures and guidelines. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):	
35%	**Consultative Services**
	Provides review and comments to project managers and management on the geological engineering and technical aspects of investigation and remediation tasks including: Overseeing and reviewing RPs essential operations and site investigations and cleanup efforts including: Preliminary Endangerment Assessments (PEA), Site Investigation workplans and the associated reports, Remedial Investigation/Feasibility Study (RI/FS) Workplans, sampling plans and the associated reports, and treatability study workplans and the associated reports to characterize the extent of contamination and evaluate alternatives for remediation. Independently evaluates assessment of complex data and the results of these investigations and makes recommendations for further actions, predominantly at School sites in Northern California. Providing technical support and guidance on preparation and implementation of remedial action workplans and design plans and specifications; evaluates the effectiveness of the remedial actions and determines if remedial actions have been appropriately implemented; oversees development and implementation of operations and maintenance plans and associated agreements; and conducts site inspections and Five-year Reviews. Providing technical support to other staff assigned to data analysis, and to the design and implementation of any repair, modification, or improvements to site projects; and providing technical support on various other soil and or groundwater investigation and/or remediation activities (e.g., RI, FS, California Environmental Quality Act (CEQA), remedial design, operation and maintenance, etc.), as necessary. Assists in Potential RP search activities. Overseeing preparation of Removal Action Workplans and Remedial Action Plans and CEQA documents for public review and comment; plans and coordinates public meetings and presents project information to the public; and coordinate and develop responses to public comments. Providing Branch management and staff related to document reviews, data and report presentations, and public participation efforts. Update and maintain Schools guidance documents, as necessary.
35%	**Project Management** Serves as project manager and oversees all aspects, including review, evaluation and providing comments on all phases of, site investigation and cleanup to RPs, stakeholders, interested public and internal DTSC-clients. Independently manages and reviews the non-technical aspects of investigation and remediation tasks including: Assessment and tracking of regulatory developments; development, negotiation, and management of contracts, scopes of work, work orders, field orders, and change orders; development of cost estimates and standards of performance; evaluation of contractor performance and deliverables; and project data organization and management. Aids in the development, management, and execution of state cleanup contracts. Manages resources by providing resource estimates; Manages and coordinates with support staff, other agencies, and project contractors to ensure timely completion of project milestones. The incumbent manages project schedules, resources, and records using EnviroStor and Microsoft Project databases and implements public participation activities as necessary.
10%	**Peer Review** Provides peer review of technical work products of journey level staff and acts as mentor to less experienced staff within Department of Toxic Substances Control (DTSC). Coordinates with other senior engineering geologists to ensure consistency in technical work products. Oversee development and implementation of task orders and management of contract budgets and file management as necessary.
5%	**Budget/Cost Recovery Tracking** Conducts budget tracking and cost recovery activities including identifying responsible parties; reviewing oversight billings and follows up with RPs; supporting legal proceedings such as case development and providing testimony at court hearings; participation in settlement negotiations; and preparation of No Further Cost Recovery Action memorandums and lien documents.

5%	**Administrative Duties** Performs administrative duties including, but not limited to: adheres to DTSC 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.
5%	**Project Support** Provides support for other landfills, sites or projects as directed.

Marginal Functions (Including percentage of time):

5%	**Program Coordination** Performs special assignments and/or participates in workgroups related to Cleanup Program technical/policy issues.

Consequences of Error: (if applicable)

Typical Physical Conditions/Demands:

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 transport office equipment or boxes with the use of a hand truck or pushcart. The incumbent may be required to lift up to 30 pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods.

Typical Working Conditions:

The incumbent works up to 40 hours per week, Monday through Friday, in an office setting with artificial and natural light and temperature control and attends meetings in similar settings. A telework schedule is 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. Occasional travel may be required in single-day increments to downtown Sacramento or to vendor locations. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State. Potential exposure to toxic or hazardous materials may occur and use of personal protective equipment may be required.

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:

Enrollment in the DMV Pull Program and a valid California Driver's License is required. Maintenance of field certification, current annual medical monitoring, 40-hour HAZWOPER, annual DTSC HAZWOPER refresher, biennial first aid/CPR, and defensive driving is required. Attend meetings, hearings, and work with staff statewide to complete projects and work assignments on a weekly, monthly or bi-monthly basis depending upon complexity of project or work assignment. Apply laws, regulations, policies and procedures governing the management of hazardous waste in California. Analyzes complex regulatory issues and provides sound technical recommendations to management and staff within DTSC. Analyzes complex regulatory issues and provides sound technical recommendations to management and staff within DTSC. This position also handles sensitive and confidential materials/matters.

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 with 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 with 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 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:

Revision Date (if applicable): Click or tap to enter a date.