DUTY STATEMENT

☐CURRENT ☒PROPOSED

RPA Number: **HRC0005466**	Classification/CBID: **Senior Engineering Geologist / U09**	Position Number: **810-172-3751-002**
Incumbent Name:	Working Title: **Unit Chief**	Effective Date:
Tenure: **Permanent**	Time Base: **Full-Time**	Intermittent Hours Per Month:
Program/Division: **Site Mitigation and Restoration Program**	Branch/Section/Unit: **Northern California San Gabriel Cleanup Branch**	Reporting Location: **Berkeley**
Supervisor's Name: **Dana Barton**	Supervisor's Classification: **Environmental Program Manager 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 direct supervision of the Environmental Program Manager I (Branch Chief) in the Northern California and San Gabriel Branch of the Site Mitigation and Restoration Program (SMRP), the Unit Chief Senior Engineering Geologist will provide technical direction and training to project managers, including on matters related to geology, site characterization, and the migration of contaminants through the subsurface environment in the area. Also, will review project managers' work for consistency with DTSC goals and procedures and to ensure that it is protective of public health and the environment supervises and directs the work of project managers of various engineering and scientific disciplines to ensure the meeting of Public Demand for timely cleanup of Northern California San Gabriel Area and ensures that SMRP goals and objectives are met and that decisions are technically sound, innovative, consistent with DTSC goals and procedures, and protective of public health and the environment. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):	
30%	**Supervision and Personnel Management** Supervises staff and analyzes sites to ensure that projects are managed in an efficient and administratively sound manner. Analyzes and manages project resources including project management staff within the Unit and support staff such as geological, engineering, legal, public participation, and CEQA and project budgets from grants, direct site cleanup funds, and Voluntary Cleanup Agreements. Working in conjunction with DTSC staff and management, develops and manages Annual Work Plan commitments and ensures that staff implement necessary project management activities including scheduling, tracking, and status reporting. Provides guidance to staff to ensure that legal and policy requirements are met at sites. Train and assist staff in identifying potential project delays and possible solutions to resolve delays and difficult issues. Consults and coordinates with other DTSC programs and identify and implement other agency requirements pertaining to the sites. Ensures that Public Participation procedures are properly implemented at sites. Represents DTSC at public meetings, press conferences, and interagency meetings. Plans, organizes, directs, and provides managerial review of the work performed in the Unit. Provides regular and timely written performance appraisals for staff. Counsels staff and initiate disciplinary actions as necessary. Recruits, hires, trains, develops, and provides leadership to staff. Comply with state and federal laws, rules, regulations, bargaining unit contracts and policies in all personnel practices including, but not limited to hiring, employee development, and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer.
25%	**Project Supervision** Reviews, evaluates, and approves technical work related to site investigation and cleanup. Provides technical directions to staff regarding: the development and implementation of preliminary assessments; geologic and hydrogeologic site investigations; remedial investigation/feasibility studies; remedial action plans; remedial designs; and remedial actions conducted by responsible parties and DTSC contractors. Ensures the technical quality and the timely completion of work performed. Provides advice and training to staff regarding engineering and scientific principles and administrative and safety procedures. Oversees and ensures that DTSC's Health and Safety policies and procedures are properly carried out by staff. Provides leadership in accomplishing basic functions and strategic objectives; interprets, applies, and develops policy proposals and procedures; and participates in assigned programs effectively with groups and agencies to gain cooperation in hazardous waste and environmental management.
20%	**Performance Measures** Develops and updates work plans, schedules, commitments, and monitors program activities, in conjunction with the Branch Chief, to ensure that program performance goals, performance measures, and schedules are met. Verifies that EnviroStor data are accurate and up-to-date, reviews EnviroStor commitments (at least monthly) and ensures the accurate preparation of tracking reports. Works with staff to develop remediation schedules and milestones for assigned projects; meets with staff to review the progress of remediation work; provides regulatory and policy directions to staff's remediation decisions; and assists in the resolution of technical issues impeding work progress, when necessary.
15%	**Enforcement and Cost Recovery** Provides directions to project managers in establishing and maintaining an enforceable position for each responsible party lead site. Supervises the development of enforcement actions and participates in the finalization of enforcement agreements and orders. Supervises project managers and conducts necessary actions to ensure that cost recovery is optimized at sites by managing resources expended on sites and taking appropriate cost recovery actions including billing follow-up, enforcement referrals, and cost recovery lawsuits.
5%	**Administrative Duties** Performs administrative duties including, but not limited to adherence 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 timesheets by the due date.

Marginal Functions (Including percentage of time):

5%	**Other Related Duties** Conducts other supervisory and technical assignments potentially including workgroup participation, policy development, training, recruitment, and ad hoc projects. Other related duties as assigned.

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 20 pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods. Potential exposure to toxic or hazardous materials. Use of personal protective equipment may be required.

Typical Working Conditions:

Works in multi-story buildings, 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:

Enrollment in the DMV Pull Program and a valid California Driver's License are required. Maintenance of field certification, current annual medical monitoring, 40-hour HAZWOPER, annual DTSC HAZWOPER refresher, biennial first aid/CPR/AED, and defensive driving are also required. Attend meetings, hearings, workshops, 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. Applies 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.

Establish cooperative working relationships within and outside DTSC; analyze complex research findings and explain them to all staff levels within and outside state services; reason logically to analyze scientific data and to develop defendable conclusions; and present and defend findings before governmental bodies, scientific organizations, special interest groups and communities.

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*.

**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: 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.