DUTY STATEMENT

☒CURRENT ☐PROPOSED

RPA Number: **HRC0001380**	Classification/CBID: **Hazardous Substances Engineer / R09**	Position Number: **810-544-3726-014**
Incumbent Name:	Working Title:	Effective Date:
Tenure: **Permanent**	Time Base: **Full-Time**	Intermittent Hours Per Month:
Program/Division: **Site Mitigation and Restoration Program**	Branch/Section/Unit: **Engineering and Special Projects Branch**	Reporting Location: **Cypress**
Supervisor's Name: **Amit Pathak**	Supervisor's Classification: **Supervising Hazardous Substances Engineer 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 (Ranges A and B) or general direction (Range C and D) of the Supervising Hazardous Substances Engineer I (Unit Chief) in the Engineering and Special Projects Office (Branch) of the Site Mitigation and Restoration Program (Site Mitigation Program), the HSE serves as an environmental consulting engineer/project manager overseeing 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%	**<u>Technical Expert</u>** Reviews or prepares technical engineering reports and other documents including, but not limited

	to, Phase I reports, Preliminary Endangerment Assessments, site investigation workplans and reports, sampling and analysis plans, human health and ecological risk assessments, pilot and treatability studies, feasibility studies, remedy selection documents, design, implementation, completion reports, operation and maintenance plans, five-year reviews and long-term monitoring reports for compliance with approved plans. Investigates and evaluates earth materials including soil, rock, groundwater, and man-made materials and their interaction with retention systems, foundations, and engineering works. Evaluates engineering designs, plans and construction of new buildings, or alterations and extensions to existing properties or other structures. Evaluates site characterization data to support engineering remedial and vapor intrusion mitigation design and implementation; reviews or develops process flow and instrumentation diagrams, design plans, and specifications of engineering remedies; performs remedial system optimization; conducts engineering analyses of soil or engineered cap designs, slope stability evaluations, groundwater and soil vapor extraction and treatment system designs, In situ remedial technologies and monitoring/operation, maintenance and monitoring plans for the investigation/ cleanup process. Performs statistical and trend analysis on data to define the overall effectiveness of remediation technologies. Confirms engineering information, use of correct equations and engineering calculations related to project submittals; and evaluates integration of remedial design with engineering infrastructures for site development.
20%	**Financial Assurance and Cost Estimating** Prepares and reviews cost estimates for both Site Mitigation and Permitting Programs to ensure adequate financial assurance is in place for the selected remedy, long-term operation, maintenance, and monitoring, DTSC oversight, planning, detailed design, remedy implementation, and Resource Conservation and Recovery Act closure and post-closure care, among others. Prepares, reviews, or assists during contract negotiations and cost recovery. Provides documentation during contract negotiations with responsible parties. Develops environmental life-cycle cost estimating methods and cost information. Prepares parametric and non-parametric cost estimates using specialized software (RACER, CostPro, Excel, etc.).
20%	**Project Management** Prepares and maintains accurate project schedules to facilitate allocation of resources. Prepares and reviews documents for environmental and project management. Prepares estimates for oversight costs for each assigned project and follows up with the Responsible Parties to ensure payment of invoices for billed activities. Routinely updates and maintains project information on existing sites in the DTSC 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 and externally on the status of assignments, recommendations, or issues and prepares clear written documents for all stakeholders including Potentially Responsible Parties, DTSC management, regulatory agencies, public, etc. Conduct assignments in a team environment by providing information and coordinating project work with other team members including participating in team-based decision making, resolving disputes, and maintaining an environment of trust. Reviews internal and external facility and site records; prepares 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. Provides assistance for legal proceedings and participates in negotiations and litigation, as necessary.
5%	**Field Oversight and Contracts** 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. Performs site inspections to verify compliance with site order or agreement requirements, including compliance with land use covenants. Assists in the procurement of state contractors; identifies projects eligible for orphan state funding or National Priorities List match; develops cost estimates and tasks to be conducted; prepares Contract. Approves and negotiates site specific contracts;

	provides necessary documentation to finalize site specific contracts; prepares work orders/field orders and process invoices; contract oversight; and closes out site-specific work orders or contracts. Interfaces and coordinates with Budget and Contract Unit Staff and ensures work complies with DTSC, Department of General Services and, if applicable, federal contracting requirements.
5%	**Public Outreach** Coordinates with local, state, and federal regulatory agencies to ensure compliance with actions being taken on site projects. 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 for public outreach. Conducts presentations and participates in community meetings, workshops, and interviews to address community concerns and to promote transparency of DTSC project decisions. Responds to public inquiries or complaints regarding the cleanup and permitting processes.
5%	**Research and Analysis** Conducts in-depth industry and regulatory research to develop strategies that address specific cleanup practices that may adversely affect public health and/or the environment. Prepares and presents clear and concise presentations to management concerning the findings and the implications associated with hazardous substance release sites' practices.
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 time sheets by the due date.
Marginal Functions (Including percentage of time):	
5%	**Other Related Duties** Other related duties include but are not limited to providing peer review; participates in statewide workgroups/teams to resolve technical and regulatory issues; makes presentations to public forums, public officials, and external public agencies. At Range D (with a valid Professional Engineer License), mentors' junior level technical staff and provides peer review as an engineer in responsible charge.
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 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, 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.

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: ke Date Approved: 11/6/2026

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