



## Hydrogeologist I/Hydrogeologist II/Associate Hydrogeologist

### DEFINITION

Under general supervision (Hydrogeologist I/II) or direction (Associate Hydrogeologist) from the Groundwater Resources Manager, performs a variety of technical and administrative tasks related to the management and protection of groundwater resources; coordinates groundwater monitoring and protection activities with engineering staff; may exercise technical and functional oversight over engineering support staff; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

**Hydrogeologist I** is the entry-level class in the Hydrogeologist series. Under close to general supervision, within a framework of established policies and procedures, incumbents learn and perform a variety of routine technical and administrative tasks of limited complexity. As experience and proficiency are gained, assignments become complex, and the level of independent action increases. Assignments are given in specific terms and are subject to frequent review by the Groundwater Resources Manager while in progress and upon completion, except where tasks are well-defined by established standards, policies, and procedures. Assignments may cover the entire field of hydrogeology and other technical disciplines. There is limited latitude for independent judgment.

This classification is distinguished from the intermediate-level Hydrogeologist II class in that the latter is an experienced classification and is assigned a wider range of work assignments with increased complexity and less oversight required.

**Hydrogeologist II** is the intermediate-level class in the professional Hydrogeologist series. Under general supervision, within a framework of established policies and procedures, incumbents perform a wide range of complex technical and administrative tasks. Incumbents are responsible for managing multiple projects, programs, and/or administrative assignments concurrently. Assignments are given in general terms and are subject to periodic review while in progress and upon completion by the Groundwater Resources Manager. Assignments may cover the entire field of hydrogeology and other technical disciplines. There is some latitude for independent judgment and action in well-defined areas of work.

This classification is distinguished from the experienced, journey-level Associate Hydrogeologist class in that the latter performs highly difficult and complex work with greater independence of direction and judgment, may be assigned program lead responsibilities, and possesses a California State Registration as a Professional Geologist.

**Associate Hydrogeologist** is the licensed, experienced, journey-level class in the Hydrogeologist series and performs highly difficult and complex technical work. Under direction, within a framework of established policies and procedures, incumbents perform the full range of hydrogeologist and administrative tasks. Assignments are given in general to conceptual terms and are subject to periodic to infrequent review while in progress and upon completion. Incumbents are responsible for successfully managing multiple complex projects and/or administrative assignments concurrently and may also be assigned program lead responsibilities. There is considerable latitude for independent judgment and action in well-defined areas of work.

The Associate Hydrogeologist is distinguished from the Groundwater Resources Manager class, which has responsibility for the planning, organization, and management of District groundwater resource programs and well ordinance administration activities.

The Hydrogeologist I, Hydrogeologist II, and Associate Hydrogeologist classifications are flexibly staffed. Upon recommendation of the immediate supervisor and approval by the department manager, incumbents in this class may advance to the next higher classification after the requisite experience has been achieved and the incumbent has demonstrated proficiency to meet the job requirements of the higher classification.

## **TYPICAL DUTIES**

### **TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Oversees the investigation and cleanup at Leaking Underground Fuel Tank (LUFT) and Site Cleanup Program sites in conformance with local, regional, and state guidelines; prepares letters to other agencies and owners of cleanup sites outlining recommendations for hydrogeologic investigation and provides field consultation related to soil and groundwater remediation, groundwater monitoring, and well construction.
- Coordinates investigation and cleanup oversight and District project activities with other federal, state, and local agencies.
- Manages well construction projects including coordinating and maintaining communication with stakeholders, administering construction contracts and professional services contracts, developing and maintaining detailed schedules and monitoring contract expenditures, reviewing submittals, preparing status reports, managing correspondence and negotiations, managing claims, preparing change orders and staff reports, reviewing contractor progress payments, and performing occasional field work and inspection as necessary..
- Administers the groundwater basin monitoring programs; evaluates monitoring of wells in each program; analyzes field data; oversees data entry and preparation of contour diagrams; produces technical reports and analyses of findings and recommendations.
- Coordinates the selection and maintenance of specialized field equipment used in support of groundwater resources programs.
- Interprets hydrogeologic data compiled from chemical and physical tests made on soil or groundwater samples in the field or laboratory.
- Provides instructions to support staff that produce drawings, maps, and charts; checks finished drawings for accuracy and conformance with design requirements.
- Coordinates preparation of summary reports and an annual comprehensive report on groundwater basin monitoring activities conducted by the District.
- Prepares and evaluates geologic cross-sections of the groundwater basin in support of groundwater management, monitoring, and protection programs.
- Provides technical assistance and consultation to District staff and the public, relative to hydrogeologic aspects of groundwater management, monitoring, and protection activities.

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- Participates in or coordinates wellhead protection program, replenishment assessment, aquifer reclamation, groundwater monitoring, and/or other groundwater protection and management programs.
- Assists and supports District compliance with the Sustainable Groundwater Management Act.
- Participates in the administration and management of the grant application process, including providing input and review of project scope, schedule, and cost; negotiates revisions to agreements and/or revises District contract documents for consistency with grant terms; tracks, prepares, and submits grant reimbursable costs and prepares supporting documentation and financial information as required by the grant terms.
- Collaborates with Public Affairs staff to plan and perform public outreach activities prior to the start of projects and during project implementation to ensure public awareness and respond to questions and concerns from the public.
- Reviews and provides comments on internal and external California Environmental Quality Act submittals.
- Signs and certifies geological data and reports as assigned; performs technical and administrative negotiations on behalf of the District as necessary.
- May provide training to lower-level staff and interns.
- Performs other related work as required.

### **REQUIREMENTS**

*Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:*

#### **Education and Experience:**

Possession of a baccalaureate degree from an accredited college or university with a major in geology, hydrogeology, or a related field; and

**Hydrogeologist I:** No work experience is required.

**Hydrogeologist II:** Two (2) years of full-time experience in hydrogeology, groundwater investigation and cleanup, and/or groundwater basin management activities (e.g., well construction, saltwater intrusion, and groundwater monitoring) equivalent to that of a Hydrogeologist I within the District. An advanced degree in an accredited geology or hydrogeology may be substituted for one (1) year of the required experience. Must possess a Geologist-in-Training certificate.

**Associate Hydrogeologist:** Two (2) years of full-time experience in hydrogeology, groundwater investigation and cleanup, and/or groundwater basin management activities (e.g., well construction, saltwater intrusion, and groundwater monitoring) equivalent to that of a Hydrogeologist II within the District. Must possess California State Registration as a Professional Geologist.

**Knowledge, Skills, and Abilities:**

Knowledge of: geologic principles, practices, and processes; application of geologic, hydro-geological and geochemical methods and processes to the sub-surface of the earth; subsurface exploration, investigation, and sampling procedures; design and construction of wells; well rehabilitation techniques; testing methods for wells and aquifers; contract administration procedures; Geological and groundwater flow modeling; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: interpret the results of field testing and geological and hydro-geological studies; gather and analyze data; evaluate alternative courses of action and recommend reasoned solutions; complete long-range water resource planning work; monitor and oversee the work of consultants and contractors; learn to effectively utilized specialized software applications as required to support the work of the division; maintain accurate records and prepare a variety of memos, letters and technical reports, and specifications that are clear and concise; understand, interpret, and apply relevant laws and regulations; perform the essential functions of the job without causing harm to self or others; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Additional Requirements:**

- Must possess a valid California driver's license and have a satisfactory driving record.  
Hydrogeologist II: Must possess a Geologist-in-Training certificate. Associate Hydrogeologist: Must possess California State Registration as a Professional Geologist.

**Working Conditions/Physical Requirements:**

The essential functions of the job require the ability to sit for extended periods of time when performing office tasks; intermittently twist to reach equipment or supplies surrounding desk; reach above or below shoulder height; perform simple grasping and fine manipulation; finger dexterity to operate a computer and other office equipment; speak and hear in person and on the phone and to communicate orally in one-to-one and group settings; see sufficiently to perform assignments; periodically drive a vehicle from site to site; traverse uneven terrain, stand for long periods of time; climb, bend and/or crawl to conduct inspections under a variety of climatic and geographic conditions in a field environment with potential exposure to loud noise, chemicals, fumes and other environmental substances; and frequently lift and/or carry objects weighing up to 25 pounds and occasionally up to 55 pounds.

The essential functions of these classifications require driving due to the need for frequent travel to water treatment plants, pump stations, reservoirs, field sites, meetings, and/or other agency facilities; transportation of time-sensitive/confidential materials, equipment, or water samples; and/or the ability to respond to emergencies, and service disruptions. Alternative transportation is not suitable due to security concerns, logistical challenges, and critical response time requirements

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Approved:   
Human Resources/Risk Manager