

**DEPARTMENT OF CONSERVATION
POSITION DUTY STATEMENT**

PROPOSED

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| NAME | MCR 1 |
| CLASSIFICATION Career Executive Assignment A | POSITION NUMBER 538-201-7500-XXX |
| WORKING TITLE Enforcement Chief | DIVISION/UNIT Geologic Energy Management Division/ Enforcement Program / 201 |
| EFFECTIVE DATE XX/XX/XXXX | LOCATION Sacramento |
| BARGAINING UNIT M01 | CONFLICT OF INTEREST CATEGORY 1 |

GENERAL STATEMENT: Under the general direction of the Program Chief Deputy (CEA B), the CEA A will function as the division’s Enforcement Chief in the division’s Headquarters Office. The incumbent will develop, organize, direct, and implement the work plans, goals, and policies of the division’s Enforcement Program to deter illegal, unethical, or improper conduct among the division’s regulated entities. The incumbent will coordinate closely with the Department’s Chief Counsel’s Office in the development and implementation of enforcement activities. Duties include, but are not limited to:

A. SPECIFIC ACTIVITIES: ESSENTIAL / MARGINAL FUNCTIONS

- **ESSENTIAL FUNCTIONS**

- **35% Enforcement Program Management**

Develop, organize, direct, and implement the activities of the division’s statewide enforcement program to maximize enforcement of the division’s statutes and regulations. Oversee a team of staff in the implementation of activities, processes, and procedures to prioritize and plan highest-priority violations for enforcement action; ensure sufficient evidence for substantiation of enforcement action; and draft, complete, and defend enforcement action. Develop, coordinate, and implement necessary internal controls to monitor compliance and enforcement activities across the entire division. Maintain and audit records on compliance and enforcement efforts to ensure consistency.

- **25% Enforcement Policy Advisement**

Serve as a primary advisor on the division’s enforcement policies and matters. Interface and work closely with the Department’s Chief Counsel’s Office and division staff in the development of enforcement policies, guidelines, and training. Identify causes for problems related to processes, procedures, or policies and make recommendations to the Chief Deputy of Programs and State Oil and Gas Supervisor on changes that should be made to the division’s practices or statutory/regulatory framework to improve compliance assistance and enforcement capabilities and effectiveness. Make determinations, in consultation with the Chief Counsel’s Office, regarding appropriate types of enforcement action, including

appropriate monetary penalties. Consult with and advise division staff to ensure current and any newly established compliance assistance and enforcement regulations are effectively implemented.

- **20% Personnel Management**

Direct the work and activities of all staff within the enforcement program. Establish and communicate team roles, responsibilities, goals, and deliverables. Set clear expectations; provides clear assignments and due dates and follow up to ensure assignments are completed. Review staff work products for completion and accuracy. Provide timely feedback on staff performance and development, using, but not limited to, regular one-on-one meetings, the completion of probationary reports/annual performance appraisals, and individual development plans. Provide staff with appropriate support, resources, and training. Counsel staff and take progressive disciplinary actions, in coordination with labor relations, as necessary. Actively engage in the recruitment, selection, and retention of staff; develop hiring and recruitment packages for the unit; participate in workforce planning efforts. 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. Uphold all EEO policies and advance diversity, equity, and inclusion in the workplace.

- **15% Division Representation**

Represent the Division before appeal hearings, and at meetings with government and private agencies. Coordinate with other regulatory bodies, agencies, or public interest groups to ensure compliance of the division's statutes and regulations.

- **MARGINAL FUNCTIONS**

- **5% Administrative**

Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; Submits administrative requests including leave, overtime (if applicable), travel, and training in a timely and appropriate manner; accurately reports time in the timekeeping system; and submits timesheets by the due date. Oversees and approves submitted time sheets, individual development plans, training plans, and other personnel issues.

B. SUPERVISION RECEIVED

Under the general direction of the Chief Deputy of Programs.

C. SUPERVISION EXERCISED

Directly supervises Senior Oil and Gas Engineers (Supervisor), and indirectly supervises Associate Oil and Gas Engineers, one Research Data Specialist I, and one Associate Governmental Program Analyst.

D. ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS

The incumbent performs the full range of supervisory and management duties, including, but not limited to: interpret and adhere to policies, rules, laws, regulations, and bargaining unit contracts; provide direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; review work and evaluate performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual

development plans; monitor employee performance and, if necessary, utilize progressive discipline principles and procedures; complete personnel documentation and utilize the competitive hiring process; and approve or deny administrative requests including leave, overtime, travel, and training.

E. PERSONAL CONTACTS

The incumbent routinely meets with high-level government and industry personnel, oil and gas operators, and other stakeholders. Occasionally may be required to meet with State Water Resources Control Board, and Regional Water Quality Control Board staff members. May be required to make public presentations at local government meetings, such as city councils and county board of supervisors.

F. ACTIONS AND CONSEQUENCES

The duties of this position are such that there can be critical consequences to the Division, other agencies, Division personnel, the public and the environment for any inefficiency, error, or omission in supervision, duty or decision by the incumbent. The nature of these consequences for inadequate job performance are described below, and include, but are not limited to:

- Loss of time and inconvenience to the State, or persons due to any inefficiency, failure to act, error or omission by the incumbent. These errors can affect money, equipment, and health/safety issues that can have critical losses, to the extent of greater cost, injury, loss of life and property contamination and other environmental losses.
- Any error or omission can have repercussions that extend beyond the work performed to affect other personnel, agencies, the public and the environment.
- The severity of any loss to the State, Division personnel, public and the environment can vary from low, to critical depending on the type and duration of the improper action of the incumbent. Critical consequences could result in great loss of life and unrecoverable environmental damage that could result in additional monetary and/or other liability to the State and/or incumbent.

G. WORKING CONDITIONS/PHYSICAL REQUIREMENTS

• **FREQUENTLY**

- Standing or sitting at a desk, in a chair, and in front of a computer screen.
- Moving/walking about the office and standing or sitting during meetings.
- Using a multi-line telephone console or a cordless telephone with headset.
- Bending (neck and waist), squatting, kneeling, and twisting (neck and waist).
- Performing repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.
- Reaching (above and below shoulder level).
- Traveling via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight travel inside California may be required.
- Lifting and carrying up to 20 pounds.
- Work in a high-rise building

• **OCCASIONALLY**

- Working around equipment and machinery.
- Walking on uneven ground.
- Exposure to excessive noise.

- Exposure to dust, gas, fumes or chemicals.
- Using special visual or auditory protective equipment.
- Traveling on and off road, day and night, and sometimes in inclement weather, to both onshore and offshore work locations.
- Traveling to offshore facilities requires the ability to enter and exit alternate forms of transportation such as boats and helicopters in all types of weather, using methods such as swing rope and personal baskets.
- Performing field inspections, the incumbent may be exposed to hazardous environments and may be required to wear or carry personal protective equipment such as flame-resistant clothing, work boots, hard hat, life vest, safety eyewear, safety ear wear and H₂S monitor to warn of H₂S gas hazards.
- Standing for prolonged periods of time may be necessary to witness certain tests.
- Climbing various sizes of ladders, over rocks, and pipes.

H. OTHER INFORMATION

- 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.
- Possession of a valid driver’s license is required.

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| I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor). | | |
| Employee Signature | Employee Printed Name | Date |

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| I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. | | |
| Supervisor Signature | Supervisor Printed Name | Date |

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