



POSITION DUTY STATEMENT

NAME	MCR None
CLASSIFICATION Career Executive Assignment (CEA) C	POSITION NUMBER 538-205-7500-XXX
WORKING TITLE Chief Deputy of Field Operations	DIVISION/UNIT California Geological Energy Management (CalGEM)
EFFECTIVE DATE	LOCATION HQ/Sacramento
BARGAINING UNIT M01	CONFLICT OF INTEREST CATEGORY 1

DEPARTMENT STATEMENT: 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. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department’s mission and vision.

GENERAL STATEMENT: Under the general direction of the State Oil and Gas Supervisor, the incumbent functions as the Chief Deputy of Field Operations for the California Geologic Energy Management Division (CalGEM) in the Division’s Sacramento Headquarters Office. The position is responsible for ensuring that the Division’s mission, goals and objectives are met and that its mandated programs are carried out in accordance with established leases, rules, policies, and regulations. The incumbent will have direct management responsibility of the Division’s Statewide field operations, budget, public health, carbon management, emissions controls, and clean energy programs. The incumbent will exercise a high degree of initiative, independence of action and originality, demonstrate tact, and exercise sound judgment that recognizes the best interests of the State. Duties include, but are not limited to:

A. **SPECIFIC ACTIVITIES: ESSENTIAL / MARGINAL FUNCTIONS**

- **ESSENTIAL FUNCTIONS**

- **35% Division Management**

- Acts as a chief deputy to the State Oil and Gas Supervisor in all operational areas within the Division. Works directly with the Chief Deputy of Programs to identify and review the objectives of present and proposed programs, functions, work plans, key performance metrics, and operations to ensure their relationship to the basic goals of the Department. Formulates and evaluates plans, policies, standards, and controls to ensure the Division operation staff performance is meeting objectives. Regularly visits district offices to ensure field operations are consistent with headquarters’ policies, procedures, and guidelines.

- **30% Program Management**
Directs the Division's field operations program through area district deputies or program managers who carry out the responsibilities regulating the drilling, operations, maintenance and plugging, and abandonment of oil, gas, geothermal, emission reductions, and carbon storage wells and related facilities and pipelines. Directs the preparation of reports and maintenance of records concerning work performed and problems encountered. Provides directions and guidance to the area district deputies for formal orders, enforcement actions, violation notices, civil penalties, and other regulatory actions.
- **20% Budgets**
Prepares staffing forecasts and Division budgets as it relates to field operations; makes written and oral presentations in support of budget and staffing recommendations. Reviews and maintains control on expenditures for personnel, equipment, and other operations expenses; makes decisions and recommendations concerning organization and work assignments, position classification, employee selection, placement, development performance, recognition, discipline and grievances; recommends decisions on the most difficult and sensitive problems. Regularly surveys staff to solicit feedback on organizational issues and process improvements. The incumbent has primary responsibility for assuring that the objective and goals identified in the CalGEM strategic plan are accomplished and consistent with Department goals.
- **5% Personnel Management**
Plans, organizes, directs and provides managerial review of the work performed by staff. Provides regular and timely written performance appraisals to staff. Counsels staff and initiates disciplinary actions as necessary. Recruits, hires, trains, develops and provides leadership to staff. Complies 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.
- **MARGINAL FUNCTIONS**
 - **5% Division Representative**
Initiates and/or oversees studies related to energy, carbon management and geothermal resource development, makes written and oral presentations to Division staff and external stakeholders; edits technical reports for publication. Speak on behalf of the Division at governmental work groups, public outreach forums, interagency task forces, and the meetings with industry and the public. Coordinate with other regulatory bodies, agencies, or public interest groups to ensure compliance to laws and regulations concerning energy operations. Performs the duties of the State Oil and Supervisor during his/her absence.
 - **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 Daily Log system; and submits timesheets by the due date.

B. SUPERVISION RECEIVED

Works under the direction of the State Oil and Gas Supervisor.

C. SUPERVISION EXERCISED

Directly supervise the Division's District Deputies (Career Executive Assignments), technical and administrative staff members.

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, energy and geothermal operators, local government entities, non-governmental organizations, and other stakeholders. Will meet regularly with State Water Resources Control Board, and Regional Water Quality Control Boards, and Regional Water Quality Control Boards, California Air Resources Board, California Public Utility Commission staffs, as well as U.S. EPA and PHMSA staff members pertaining to natural gas storage program, aquifer exemption requests, project-by-project review program, and underground injection control program activities. May be required to make public presentations at a variety of government and public meetings.

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. Described below is the nature of the consequences for inadequate job performance:

- 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**

• **ESSENTIAL**

- Sitting at a desk, in a chair, and in front of a computer screen.
- Moving/walking about the office and standing or sitting during in meetings.
- Using a multi-line telephone console or a cordless telephone with headset.
- Bending (neck and waist), squat, kneel, and twist (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 and outside of California may be required.
- Lifting and carrying up to 20 pounds.

• **MARGINAL**

- 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 may be necessary to witness certain tests.

H. **OTHER INFORMATION**

The incumbent must possess the following skills/abilities in order to perform the essential functions of the position.

- Excellent written and oral communication skills.
- Experience on government environmental programs that have high public visibility.
- Extensive experience in developing and implementing programs, including using methodologies and processes to manage initiatives in a diverse and changing program.
- Ability to exercise good judgment and make timely and effective decisions.
- Ability to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks.
- Multi-task and manage several initiatives concurrently.
- Constantly re-prioritize work based on severity of issues and impact of solution.
- Ability to maintain a high level of confidentiality in performing these tasks.
- Experience managing resources, including staff and contractors.

In accordance with Public Resources Code 3103, the Chief Deputy shall be a competent engineer or geologist, preferably licensed in the state, and experienced in the development of oil and natural gas.

The incumbent will be responsible for providing leadership and organizational skills on multiple Division initiatives requiring knowledge of technical, policy and/or program management concepts, principles, and practices to implement critical and time-sensitive initiatives. The Deputy of Field Operations should have expertise in the following areas:

- Energy, climate change, and/or oil and gas
- Implementing state policy, regulations, and/or programs
- Leading technical multidisciplinary teams
- Scheduling and planning work efforts to achieve specified goals and timelines
- Using matrix management to accomplish key objectives

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

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