

DEPARTMENT OF CONSERVATION
 POSITION DUTY STATEMENT
 PO-199 (Revised 12/24)

CURRENT PROPOSED

POSITION INFORMATION	
NAME	MCR 1
CLASSIFICATION Engineering Geologist	POSITION NUMBER 538-203-3756-092
WORKING TITLE Field and Regulatory Specialist	DIVISION/UNIT California Geologic Energy Management (CalGEM)/ 203
EFFECTIVE DATE	LOCATION Ventura
BARGAINING UNIT R09	CONFLICT OF INTEREST DESIGNATION 4

REQUIREMENTS OF POSITION			
<input checked="" type="checkbox"/> MEDICAL EVALUATION	<input checked="" type="checkbox"/> CONFLICT OF INTEREST	<input checked="" type="checkbox"/> TRAVEL REQUIRED	<input type="checkbox"/> BILINGUAL FLUENCY
<input type="checkbox"/> SUPERVISORY	<input type="checkbox"/> SPECIALIST	<input checked="" type="checkbox"/> DRIVER LICENSE	<input type="checkbox"/> PROFESSIONAL LICENSE
<input type="checkbox"/> TYPING CERTIFICATE	<input checked="" type="checkbox"/> HYBRID	<input type="checkbox"/> OTHER	

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 direction of the Senior Oil and Gas Engineer (Supervisor), the Engineering Geologist will function as a Field Engineer within the Northern District’s Ventura office. The incumbent will perform activities associated with the development of natural resources both independently as well as in a team environment. As a Field and Regulatory Specialist, the incumbent is expected to conduct complex field inspections, including underground gas storage facilities (UGS) and underground injection control (UIC), and perform difficult geologic and engineering work. The incumbent will assist with permitting and support Senate Bill 1137 (SB 1137) (Gonzalez, Chapter 365, Statutes of 2022) responsibilities, and perform surveillance and inspections that may include wells, well work, pipelines, facilities, and environmental lease inspections. This position requires a high degree of knowledge and skill in reviewing and analyzing geologic reports as well as excellent data management and communication. Duties include, but are not limited to:

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ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
<p align="center">40%</p>	<p>Inspect and/or test the installation and document the operational testing of blowout-prevention equipment to ensure compliance with state and CalGEM mandates such as the division’s publication MO7 “Blowout Prevention in California” guidelines, and to ensure operator-compliance with division-issued permits. Witness and evaluate plugging and abandonment operations which may include mudding and cementing operations. Witness and/or review performance-based operations such as radioactive tracer surveys, static temperature surveys, idle well tests, casing pressure tests, and leak-off and step rate tests. Conduct environmental lease inspections, including inspecting, pipelines, facilities, UGS facilities, and wells for compliance with division laws and good engineering practices. Witness and/or analyze electronic and other logs, cement evaluation plans, well stimulation treatment operations and reports, and other diagnostic tests and reports. May witness collection of samples of fluids and other materials associated with well stimulation operations. Witnesses well tests and performs field inspections for production, UIC, UGS, well stimulation, surface expression events and their associated activities. Conducts water well identification in the field. Monitor injection well operations and production facilities. Conducts field inspections of pressurized pipelines to ensure oil and gas operators comply with all state laws and federal regulations. Performs permitting including program changes (variances), surveillance and inspections that include wells, well work, pipelines, facilities, and environmental lease inspections. Oversee testing of alarms, shut in systems, and monitoring devices in facilities and on wells in critical settings (i.e. offshore & onshore urban production and drill sites, and critical wells), and oversee testing and inspection of well stimulation and other surface equipment. Conduct field inspections on wells and production facilities that are identified for transfer by operators. Perform inspections for compliance and good engineering/oil fields practices and verify well, facility, and surrounding area conditions, including counts of wells, tanks, and other production equipment. Obtain GPS coordinates for wells and facilities using a division-issued GIS data collector</p>
<p align="center">20%</p>	<p>Compile reports on all testing and inspecting of operations to provide historical and legal documentation. Compile statistics of district operations on a periodic basis or as needed. Compile and input photographs, data, and other information regarding district activity including but not limited to UGS, pipelines, facilities, drilling, completion, re-drilling and deepening, and plugging and abandonment statistics, construction site review and re-abandonment activity, number of tests and inspections performed, injection projects permitted, incremental well compilation, enforcement actions, and unconventional well recovery volumes for Division’s annual report, or as needed by management. Document well stimulation activity and operator notification. Review submitted annular well pressures and other information related to well stimulation. Respond to, assess, quantify, and document through a report and photographs any well water or well stimulation fluid releases. Provide onsite support for division well operations (formal order operations). Review and respond to spills, other incidents, construction site projects, and environmental impact reports. Assist Associate Oil and Gas Engineers (AOGEs) in researching and compiling documentation for enforcement action for violations of statutes and regulations to ensure operator compliance. Compile reports on all testing and inspecting of operations to provide historical and legal documentation. Writes Notice of Violation letters to operators and prepare necessary documentation and evidence for enforcement actions. Provide testimony and</p>

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	present evidence in enforcement hearings. Check records (both physical and online databases), well summaries and histories to ensure they are complete and an accurate reflection of well operations and are in conformance and compliance with all applicable statutes and regulations, including underground gas storage and well stimulation regulations.
15%	Assist AOGEs in reviewing and answering notices for new drilling, well stimulation operations, reworking, and plugging and abandonment operations submitted by stakeholders. Upload, maintain, and update and/or scan information to computer databases in order to: record and track well and facility tests, plot well locations, well status changes (active, idle, P&A, etc.) and property transfers, document spills; and update well reserve estimations. Inspect wells in construction sites for accessibility, leakage, and other parameters, providing complete documentation, such as, photographs, site assessment, and combustible gas readings as appropriate. Collaborate with the lead/ the (AOGEs)to submit findings to the Senior Oil and Gas Engineer, the Supervising Oil and Gas Engineer, or the District Deputy so determinations can be made relative to the potential building or potential re-abandonment of any well feature found at the construction site to safeguard the public and the environment. Compose correspondence to summarize findings and any required or suggested additional site work to city, county, state agencies or other interested parties. Reviews UIC and UGS tests, such as radioactive tracer surveys, temperature surveys, fluid level, casing and/or tubing pressure tests, leak-off and step rate tests. Support Permitting/Idle well/P&F and UIC/UGS teams in writing Notice of Violation letters to operators and prepare necessary documentation and evidence for enforcement actions. Provide support to the UIC/UGS and Permitting/Idle Well/P&F teams with inspections. Assist the Permitting/Idle well/P&F team with Construction Site Well Review (CSWR).
10%	Communicates and interacts with operators, CalGEM Headquarters, or involved agencies on the status of application approvals and provides any supplementary information or corrective data required. Notifies operators of preventive or corrective actions required for compliance with applicable laws and regulations and the utilization of sound engineering practices and geologic concepts. Assists AOGEs in processing stakeholder requests and applications. Forwards applications to CalGEM Headquarters and other responsible agencies for comment. Provide information to operators, the public, and other stakeholders regarding State statutes, regulations, policies, and procedures. Compile statistics of district operations on a periodic basis or as needed. Respond to public inquiries and complaints.
5%	Constructs wellbore diagrams and performs casing cement calculations. Assist in or lead production audit meetings and analysis of submitted data, and when requested, report compiled data and findings to local management and headquarters on results of well and water production audits.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Performs administrative duties including, but not limited to adheres to department policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Tempo timekeeping system; and submits timesheets by the due date. Accurately completes vehicle log and vehicle maintenance reports, and accident reports as required.

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5%	May serve on committees, participate in user groups, assist in public outreach activities, assist with the training of new personnel, oversee special programs such as idle well, pipeline, and tank programs, and take required classes, training, and certification exams as requested by management. Attends staff or division-wide meetings. May be required to present information that is timely (e.g. new procedures, safety issues, etc.) at staff meetings.
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SUPERVISION RECEIVED:

The Engineering Geologist reports directly and receives the majority of assignments from the Senior Oil and Gas Engineer (Supervisor); however, direction and assignments may also come from the District Deputy, Supervising Oil and Gas Engineer or the Associate Oil and Gas Engineer.

SUPERVISION EXERCISED:

None

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

None

PERSONAL CONTACTS:

The Engineering Geologist has frequent public and professional contact with other division staff; operators; contractors and consultants working for the operators; federal, state, and local agencies; and members of the public. In the field, the Engineering Geologist is often the only state representative onsite and should be comfortable dealing with varied personalities and environments. The incumbent may often travel to, or through, remote or highly urbanized locations, including economically impacted areas. Personal contacts regarding laws, rules, regulations, and policies may be made in person or via written correspondence, telephone, teleconference, or email.

ACTIONS AND CONSEQUENCES:

The consequences of error in failing in or inadequately performing the duties of the Engineering Geologist position may range from financial loss and impairment of the value of natural resources for lease holders, operators, and the State of California, to endangerment of the safety, health, and life of division employees, operators and contractor employees, and the public, now or in the future. The magnitude of such consequences of error may range from low to significant or critical.

CONDUCT AND ATTENDANCE EXPECTATIONS:

The incumbent shall possess the general qualifications of the position and perform their duties with integrity, dependability, accuracy, and the ability to work cooperatively with others. This position is eligible for hybrid telework in accordance with the Department of Conservation's Telework Policy and procedures.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
Constantly	<ul style="list-style-type: none">• Sit at a desk, in a chair, and in front of a computer screen(s).• Moving/walking about the office and standing or sitting during meetings.• Use a multi-line telephone console or smart cell phone.• Bend (neck and waist), squat, kneel, and twist (neck, knees, and waist).

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	<ul style="list-style-type: none"> • Perform repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.
Frequently	<ul style="list-style-type: none"> • Travel via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight travel inside California may be required. • 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. • Travel to, and potentially working in, remote field locations. • Working in the field exposed to inclement weather, with temperatures ranging from below 30 degrees to well over 100 degrees, in rainy, and/or foggy conditions. • Travel on and off road, day, and night, and sometimes in inclement weather, to both onshore and offshore work locations. • Travel 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. • Working around equipment and machinery. • Walking on uneven ground. • Exposed to excessive noise. • Exposed to dust, gas, fumes, or chemicals. • Use special visual, breathing, or auditory protective equipment. • Standing for prolonged periods of time may be necessary to witness certain tests. • Climb various sizes of ladders, over rocks, and pipes. • Lifting and carrying up to 20 pounds. • Occasionally reaching (above and below shoulder level).

<p>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).</p>		
<p>Employee Printed Name</p>	<p>Employee Signature</p>	<p>Date</p>

<p>I have discussed the duties of this position with _____ and have provided a copy of this duty statement to, the employee named above.</p>		
<p>Supervisor Printed Name</p>	<p>Supervisor Signature</p>	<p>Date</p>