

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

CURRENT PROPOSED

POSITION INFORMATION	
NAME	MCR 1
CLASSIFICATION Associate Oil and Gas Engineer	POSITION NUMBER 538-205-3783-298
WORKING TITLE Field and Regulatory Associate	DIVISION/UNIT California Geologic Energy Management (CalGEM) 205/Field Engineering
EFFECTIVE DATE	LOCATION Bakersfield/Central District
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 the general direction of the Senior Oil and Gas Engineer (Supervisor), the Associate Oil and Gas Engineer will independently highly complex engineering work related to surface facilities operation, maintenance, and their compliance with various statues enacted by the Senate Bill 1137 (Gonzalez, Chapter 365, Statutes of 2022) within the Central District office. The incumbent will audit complex field inspections related to the following programs: Underground Injection Control (UIC), Idle Well, Enforcement, Pipeline and Facilities. The incumbent will assist the unit supervisor in training and reviewing the work of technical engineering staff responsible for conducting complex field inspections. This position requires extensive knowledge of general oil and gas engineering practices, skills in reviewing and analyzing geologic reports, well files, and excellent data management and communication skills. Duties include, but are not limited to:

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ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
35%	Serves as lead over field inspections and documentation of operational testing of blowout-prevention equipment to ensure compliance with State and Division mandates. Reviews and evaluates plugging and abandonment operations (well summaries and final letters) which may include mudding and cementing operations. Assists in scheduling field engineers for field inspections and providing additional field support if needed. Reviews performance-based operations such as radioactive tracer surveys, static temperature surveys, casing pressure tests, and leak-off and step rate tests. Analyzes electronic logs, cement evaluation plans and other diagnostic reports.
20%	Performs evaluations of operator submitted plans, idle well testing data, and proposed well abandonment operations. Evaluates and interprets casing integrity, well logs, and performs fluid level calculations, constructs well bore diagrams, and reviews long term idle well engineering studies. Evaluates inventory of idle and deserted wells, prepares violations for review by unit supervisor. Reviews and evaluates well tests performed by oil and gas operators to determine fluid levels, wellbore integrity, and clean-out capability to ensure compliance with statutes and regulations. Issues formal letters to operators of idle wells regarding testing requirements and deadlines. Maintains idle and deserted well databases. Prepares well abandonment informational packages, conducts informational walk-throughs with potential contractors, and assists in the preparation of state-funded abandonment contracts to plug and abandon deserted wells and production facilities. In conjunction with Division well site and field representatives, monitors daily state abandonment project work. Reviews and tracks operational costs of state abandonment projects, and coordinates with the Department on work completed, invoices received and expected contract payments. Responds to inquiries from oil and gas operators and contractors regarding state abandonment contracts.
20%	Investigates public and industry complaints concerning potential violations of environmental laws and regulations. Reviews environmental lease inspections, including inspections of facilities and wells, for compliance with state laws, regulations, and sound engineering practices. Audits oil and gas production facilities, equipment, Oil Spill Contingency Plans, tank maintenance and inspection records, and annual oil and gas facility inspections to ensure operator compliance with state and federal mandates. Assists unit supervisor with development of risk-based compliance audit protocols for the district's facilities compliance activities. Assists in developing work processes and job aids for facility inspections used by district engineering staff. Assists with tracking and reporting facility, tank, sump, and pressure vessel compliance activities for the district. Inputs information into CalGEM databases and spreadsheets and reviews well records and test reports for accuracy and completeness. Coordinates with CalGEM Headquarters GIS staff for digital mapping of oil and gas facilities within the district. Prepares Report of Occurrence for oil spills, unauthorized fluid releases, and production facility mishaps. Inspects and re-inspects, as needed, oil and gas production facilities, including wells, for compliance with environmental laws and regulations regarding testing, maintenance, and safety. Documents problems such as leaking tanks and pipelines, improperly bermed tank settings, hazardous or unpermitted sumps or surface discharge, and unused or hazardous oilfield debris. Acts as a project manager for non-routine special projects and investigations involving oil and gas related environmental issues such as oil spills, surface expressions, gas emissions, blowouts,

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	subsidence, and other upsets. Reviews annual submissions of Sensitive Receptor Inventories and Maps, New Production Facility Notices, and Leak Detection and Response Plans for production facilities and wells to ensure oil and gas operators comply with state laws regarding Health Protection Zones.
10%	Serves as the district pipeline auditor and field inspector for pipeline management plans and conducts field inspections of complex pressurized pipelines to ensure oil and gas operators are compliant with all State laws and Federal regulations. Ensures well records are updated and contain accurate information on regulated oil and gas pipelines within the district. Provides technical guidance to district field engineers assigned to perform field inspections of oil and gas pipelines. Reviews operator submitted pipeline information to ensure completeness and accuracy. Coordinates with the Division Headquarters' Geographic Information System (GIS) staff for digital mapping of key oil and gas pipelines within the district. Assists unit supervisor in developing risk-based compliance audit protocols for the Central District's pipeline compliance activities. Assists in developing work processes and job aids for pipeline inspections for use by district engineering staff. Responsible for tracking and reporting pipeline compliance activities for the district. Issues violations and Formal Orders to repair pipelines or facilities if the mechanical integrity poses a threat to freshwater, life, health, property or natural resources. Independently reviews CSWR applications submitted by stakeholders for completeness and accuracy and to ensure compliance with State laws and regulations. If the applications are not accurate or complete, the incumbent will work with the stakeholder to obtain the necessary information. Creates WellSTAR CSWR documents for stakeholders. Trains and gives guidance to staff for keying non-WellSTAR applications and documents into WellSTAR. Research Division databases and uses online mapping tools to determine location and details of wells and sites. May interact with officials from municipal agencies regarding project applications. Creates other written reports and letters to stakeholders regarding a variety of CSWR related communications, based on knowledge of geologic and reservoir conditions, sound engineering practices, and compliance with State laws and regulations. Performs other classification related duties as assigned.
10%	Reviews reports on all field inspections and testing operations to provide historical and legal documentation. Summarizes field observations and submits correspondences with operators, government agencies and public to supervisor and/or District Deputy. Reviews deficiencies and issues Notice of Violation letters to oil and gas operators and prepares necessary documentation and evidence for enforcement actions. Prepares Formal and/or Provisional Orders as necessary concerning environmental matters. Submits draft orders to unit supervisor and District Deputy for review and forwarding to Division Headquarters for approval. Represents Division in hearings regarding Formal/Provisional Orders. Reports observations to supervisor for possible generation of deficiency or violation letters. Prepares portions of the district's annual report to the Environmental Protection Agency. Analyzes statistics on district operations and writes subsequent reports on findings such as drilling, completion, re-drilling and deepening, and plugging and abandonment statistics, construction site review and re-abandonment activity, number of tests/inspections performed, injection projects permitted, incremental well compilation, enforcement actions, and unconventional well recovery volumes for Division's annual report.

MARGINAL FUNCTIONS

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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 Daily Log system; and submits timesheets by the due date. Represents the district at governmental work groups, public outreach forums, and meetings with industry and the public. Participates and presents in regulatory development workshops and public comment meetings.

SUPERVISION RECEIVED:

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

SUPERVISION EXERCISED:

NONE

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS

NONE

PERSONAL CONTACTS:

The AOGE has frequent public and professional contact with other Division staff, oil and gas operators; contractors and consultants working for the operators, Federal, State, and local agencies, and members of the public. Personal contacts regarding laws, rules, regulations, and policies may be made in person or via written correspondence, telephone, or email.

ACTIONS AND CONSEQUENCES:

The consequences of error in failing in or inadequately performing the duties of the AOGE 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 general 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:

When a hybrid telework and in-office schedule is allowed, your physical presence in the office will be required for a minimum of 2-days a week. In-person attendance at the Central District CalGEM Office may also be mandated, per the telework policy, for essential business operations as directed by the District Deputy or Unit Supervisor.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
Constantly	<ul style="list-style-type: none">• Sits at a desk, in a chair, and in front of a computer screen.• Moves/walks about the office and stands or sits during meetings.• Use a cordless telephone with/without headset, or smart cell phone.• Bends (neck and waist), squats, kneels, and twists (neck and waist).• Performs repetitive hand motions, simple grasping, fine manipulation, pushing and pulling with right and left hands.

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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. • Extensive travel on and off road, day and night, and sometimes in inclement weather, to both on shore and offshore work locations. • Such travel may be required afterhours on an on-call basis.
Occasionally	<ul style="list-style-type: none"> • Reaches (above and below shoulder level). • Perform field inspections, potentially in remote settings, which may expose incumbent 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. • May be required to work overtime.

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 Printed Name	Employee Signature	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 Printed Name	Supervisor Signature	Date
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