

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 538-201-3783-030
WORKING TITLE WellSTAR Functional Lead Associate Engineer	DIVISION/UNIT California Geological Energy Management Division/Programs I
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT R09	CONFLICT OF INTEREST DESIGNATION 4

REQUIREMENTS OF POSITION			
<input 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 direction of the WellSTAR Senior Oil and Gas Engineer, the Associate Oil and Gas Engineer (AOGE) will be responsible for leading the functional changes and project development of the Well Statewide Tracking and Reporting (WellSTAR) project for the California Geologic Energy Management Division (CalGEM). The position will be responsible for providing technical review and assessment of the impact of WellSTAR functional design changes. The incumbent will ensure WellSTAR design updates and improvements are in compliance with state oil and gas mandates. The incumbent will perform assignments requiring a high degree of knowledge and skill in hydrocarbon technology, complex engineering work, extensive communication, data management, and presentation. Instruction and trainings may require travel to CalGEM District offices. Duties include, but are not limited to:

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ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
35%	<p>WellSTAR Data System Management</p> <p>Function as the lead engineer in the workflow management and technical review of functional change development of the WellSTAR system. Support the scope for WellSTAR upgrades and releases. Comment and review on designs of WellSTAR functions. Incumbent will review changes for consistency across the WellSTAR system to ensure a standardized delivery of functions across the division. Coordinate and facilitate meetings with oil and gas subject matter experts and end users within CalGEM to ensure proposed design and process changes are in compliance with CalGEM policies and current oil and gas regulations and statutes. Support business requests to evaluate WellSTAR functionality for specific division uses. Interpret and analyze complex scientific and engineering data. Monitor the implementation of process improvements and ensure processes meet regulations for maintenance and operations phase for underground injection control (UIC), well stimulation treatment (WST), underground gas storage, idle wells, enforcement, environmental compliance, facilities, and permitting programs. Develop and monitor processes, and ensure release schedules, approvals and resources meet established deadlines. Prepare reports of findings and provide recommendations for process improvement to Division management. Conduct complex analysis and technical evaluations of CalGEM’s statewide oil and gas programs, including evaluations of UIC, injection operations, well types and permitting conditions required to meet State regulations. Quality-check incoming and outgoing data. Responsible for ensuring well stimulation treatment (WST), underground gas storage, idle wells, enforcement, environmental compliance, facilities, and permitting are operating in compliance with CalGEM’s state mandates.</p>
35%	<p>Program Review</p> <p>Participate in the development of WellSTAR system goals and objectives. Review and comment on documented WellSTAR technical defects. Establish controls for Release plans, schedules and risk analysis. Monitor release plans to ensure timely completion of program and release work tasks. Prioritize and schedule work to be completed by the WellSTAR team. Maintain and update release schedules to reflect current system information and statistics. Document updates to designs and Azure DevOps. Collaborate with Enterprise Technology Services Division testing leads and developers to ensure WellSTAR database changes are achievable and within the approved scope of work. Provide weekly updates to Division management and appropriate stakeholders to ensure updates are approved.</p>
15%	<p>WellSTAR Instruction</p> <p>Plan and lead the activities of various CalGEM staff participating in process development and training functions related to the WellSTAR system. Assist CalGEM staff with tasks to improve performance and productivity. Review and follow organizational change guidelines and methodologies to engage staff in the utilization of the WellSTAR system. Instruct Division staff on processes for entering information into WellSTAR, including technical data.</p>

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
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5%	Research Conduct research on emerging oil, gas, and geothermal technologies. Prepare complex technical reports of findings and make recommendations to management on process updates for WellSTAR. Research and review existing statutes, regulations, and guidelines to ensure WellSTAR process improvements are in compliance.
5%	Division Representative Represent the Division at governmental workgroups, public outreach forums, and meetings with industry and the general public. Coordinate with other regulatory bodies, agencies, or public interest groups to ensure compliance with oil and gas operations, laws, statutes, and regulations. Perform other classification-related duties as assigned.
5%	Administrative Perform administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; Submit administrative requests including leave, overtime (if applicable), travel, and training in a timely and appropriate manner; accurately reports time in the Tempo timekeeping system; and submits timesheets by the due date.

SUPERVISION RECEIVED:

Works under the direction of the WellSTAR Senior Oil and Gas Engineer (Supervisor) in the Division's Headquarters Office. Additional direction may come from the Senior Oil and Gas Engineer (Supervisor) of the Data Management, Research, and Special Projects Unit.

SUPERVISION EXERCISED:

May act as lead in the coordination of WellSTAR and Data Management teams.

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

None.

PERSONAL CONTACTS:

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

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.

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- The severity of any loss to the State, Division personnel, general 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.

CONDUCT AND ATTENDANCE EXPECTATIONS:

Possession of a valid driver's license is required.

Telework may be available for this position 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">• Standing or sitting at a desk, in a chair, and in front of a computer screen.• Moving/walking in 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).• Lifting and carrying up to 20 pounds.• Work in a high-rise building.
Occasionally	<ul style="list-style-type: none">• 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.• Standing for prolonged periods of time may be necessary to witness certain tests.• Traveling via private or public transportation (i.e., driving automobile, passenger in an airplane, etc.) including overnight travel inside California may be required.

The duties of this position are subject to change and may be revised as needed or required. 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

POSITION DUTY STATEMENT

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