

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

CURRENT PROPOSED

POSITION INFORMATION	
NAME	MCR 1
CLASSIFICATION Environmental Program Manager I (Supervisory)	POSITION NUMBER 538-201-0756-XXX
WORKING TITLE CEQA Manager	DIVISION/UNIT California Geologic Energy Management Division/ CEQA Program
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT S10	CONFLICT OF INTEREST DESIGNATION 4

REQUIREMENTS OF POSITION			
<input type="checkbox"/> MEDICAL EVALUATION	<input checked="" type="checkbox"/> CONFLICT OF INTEREST	<input type="checkbox"/> TRAVEL REQUIRED	<input type="checkbox"/> BILINGUAL FLUENCY
<input checked="" type="checkbox"/> SUPERVISORY	<input type="checkbox"/> SPECIALIST	<input 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 CEQA Environmental Program Manager II (EPM II) in the California Geologic Energy Management Division’s (CalGEM) California Environmental Quality Act (CEQA) Program, the incumbent will function as one of the CEQA Environmental Program Manager I (Supervisory) in the Division’s Headquarters Office. The incumbent will direct and have charge of the work plans, goals, performance metrics, resources, and objectives for two units within the Division’s CEQA Program. This position provides technical guidance together with legal recommendations obtained from counsel on the CEQA statutes as they apply to oil, gas, and geothermal projects in CalGEM. The incumbent represents the Department in CEQA matters of statewide significance and is responsible for supervising the planning and executing of major environmental planning, analysis, and research programs in connection with environmental impact studies. Duties include, but are not limited to:

POSITION DUTY STATEMENT

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
40%	<p>Develop and manage two Units within the CalGEM CEQA Program. Oversee formulation and administration of policies and procedures for CEQA Program units. Supervise technical staff working on critical and/or sensitive public health, environmental, and natural resource management, regulation, compliance, or research projects. Provide technical guidance and ensure compliance with CEQA statutes and guidelines. Consult with legal counsel regarding CEQA projects, CEQA projects with a NEPA nexus, issues, published case law and unpublished opinions. Develop and analyze legislation, regulations, plans, policies, procedures, and practices. Coordinate and consult with CalGEM Districts and Programs, as well as other local, State and Federal government agencies, oil, gas, and geothermal operators, and consultants preparing environmental documents for proposed projects and advise them in related environmental analysis, management, planning, regulation, investigation, and research. Keep the EPM II up to date with evolving changes in political and public issues as they relate to CEQA; help with understanding and managing CEQA compliance in each of the divisions programs. Responsible for operational planning and assigning projects, budgeting for time and funds, reviewing and evaluating achievements, and oversee preparing administrative records; coordinate program activities with CEQA program supervisors and managers; carry authority and accountability for timely completion of program objectives and for submittal of satisfactory products; exercise discretion in the provision of oversight and coordination of projects. Maintain liaisons with other governmental agencies and the private sector. Evaluate program performance and achievements. Represent CalGEM in compliance negotiations, policy creation and implementation, program budgeting, and strategic planning. Incumbent may also function as a nonsupervisory staff specialist for a critical and/or sensitive program or project management or coordination, policy development, or executive advisor position.</p>
30%	<p>Collaborate with the other CEQA EPMs and the Chief Deputy of Programs in the formulation and dissemination of CEQA policies, standards, and controls concerning CalGEM work as it relates to CEQA. Utilize technical expertise to provide consultative services and advice to upper management on the feasibility, impact, or potential of a variety of proposed regulations. Consult with and advise management, the Legal Office, staff, and high level government and industry personnel on CEQA and CEQA projects with a NEPA nexus, environmental issues surrounding oil, gas, and geothermal activities, problems, and needs. Represent the Division before professional groups, at hearings, and at meetings with government and private agencies. Oversee the development and implementation of enterprise technology solutions to carry out metric and management reporting needs of the project analyses.</p>
20%	<p>Plans, organizes, directs, and provides managerial review of the work performed by staff in two units of the Division’s CEQA Program. Provides regular and timely written performance appraisals to staff. Counsels staff and initiate 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. Plans for work force needs. Develops, provides, and encourages CEQA training opportunities on an ongoing basis.</p>

POSITION DUTY STATEMENT

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Speak on behalf of the Division at governmental work groups, public outreach forums, and the meetings with industry and the public. Coordinate with other regulatory bodies, agencies, or public interest groups to ensure compliance with laws and regulations concerning CEQA, CEQA projects with a NEPA nexus, and potential environmental impacts as they relate to oil, gas, and geothermal operations. As a departmental representative, attend internal and/or external job-related conferences, training, and meetings as needed. Participate in hearings and field investigations as a staff expert for environmental matters. As a team member, participate in CalGEM-implemented projects and programs as required.
5%	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 TEMPO Timesheet and submits timesheets by the due date. Oversee and approve submitted time sheets, individual development plans, training plans, and other personnel issues.

SUPERVISION RECEIVED:

The Environmental Program Manager I (Supervisory) receives assignments from the EPM II.

SUPERVISION EXERCISED:

The CEQA Environmental Program Manager I (Supervisory) supervises two Senior Environmental Scientists (Supervisory) in the CEQA Program.

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.

PERSONAL CONTACTS:

The incumbent routinely meets with high-level government and industry personnel, oil and gas operators, and other stakeholders. May be required to meet with State and federal and other public trust and responsible agencies. May be required to make public presentations at local government meetings, such as city councils and county board of supervisors.

ACTIONS AND CONSEQUENCES:

If these functions are not adequately performed consequences may include, but are not limited to:

- CalGEM will be unable to meet its State and federal mandates, including compliance with CEQA and the Federal Safe Drinking Water Act.

POSITION DUTY STATEMENT

- Possible negative effects on air, water supplies, human health and safety, vegetation, fish and wildlife and their habitats, and other land uses.
- Negative publicity for the Department.
- Negative impacts on the CalGEM’s relationship with our State and federal partners.

CONDUCT AND ATTENDANCE EXPECTATIONS:

Telework may be available for this position in accordance with the Department of Conservation’s Telework Policy and procedures. Possession of a valid driver’s license is preferred for this position.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
Constantly	<ul style="list-style-type: none"> • Sitting at a desk or in front of a computer screen, moving about the office and standing or sitting during in person meetings is also necessary. • Bending and stooping to retrieve and replace files and records. • Use of multi-line telephone console or a cordless telephone with headset.
Occasionally	<ul style="list-style-type: none"> • Travel via State, private or public transportation (i.e., automobile, airplane, etc.) including overnight travel within California may be required. • Occasional travel to offshore facilities requires the ability to enter and exit alternate forms of transportation such as boats and helicopters. • Occasional performance of 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.

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
------------------------------	---------------------------	-------------

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
--------------------------------	-----------------------------	-------------