

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

CURRENT     PROPOSED

POSITION INFORMATION	
<b>NAME</b>	<b>MCR</b> 1
<b>CLASSIFICATION</b> Research Data Supervisor I	<b>POSITION NUMBER</b> 538-201-5734-001
<b>WORKING TITLE</b> Geographical Information Systems (GIS) Unit I Supervisor	<b>DIVISION/UNIT</b> California Geologic Energy Management Division/ IMPRO /GIS Unit
<b>EFFECTIVE DATE</b>	<b>LOCATION</b> Sacramento
<b>BARGAINING UNIT</b> R09	<b>CONFLICT OF INTEREST DESIGNATION</b> 4, 7

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 Geographic Information System (GIS) Manager (Research Data Supervisor II), the Research Data Supervisor I will function as the GIS Services Unit 1 Supervisor in the Information Management Programs (IMPRO) at the Division’s Headquarters Office. The incumbent will collaborate closely with CalGEM management, Enterprise Technology Services Division (ETSD), and other staff to deliver products that support multiple Division programs. The incumbent must work independently and collaboratively in project teams to determine the best solutions for geographic information products that support business objectives. The incumbent may be expected to handle the complexity of multiple customers, projects, topics, and tasks while still meeting goals on schedule. The incumbent is expected to write professional-quality documentation that communicates clearly and effectively to support data maintenance and continuity of operations. The incumbent shall communicate effectively to achieve strong customer support and efficient teamwork. The incumbent must have an overall understanding of management, GIS practices, and statistical procedures to perform, manage, and direct the analyst staff responsible for the GIS work of Unit 1. The

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incumbent must possess expert skills, knowledge, and abilities in GIS techniques and methodologies to provide high-quality services to the Division. Duties include, but are not limited to:

**ESSENTIAL FUNCTIONS**

PERCENT	DESCRIPTION
30%	<p><b>GIS Unit I Management</b>            Provide direction and supervision for staff to achieve the Division’s goals. Collaborate with management to identify and accomplish goals and objectives of the GIS Services Units 1 &amp; 2. Oversee and direct resource use to improve efficiency and effectiveness. Develop and implement work plans using various tools, including the Microsoft Office suite, to ensure that goals, timelines, objectives, tasks, and resource needs are met to satisfy CalGEM’s business needs. Collaborate with management to develop and operationalize GIS-related policies, standards, and best practices. Plan, organize, and facilitate meetings that create collaboration, solve problems, and improve processes. Exercise leadership skills to ensure staff achieve high productivity, produce high-quality products, and create high-functioning teams. Evaluate Division operations related to GIS to recommend and/or implement improvements.</p>
20%	<p><b>Producing Products</b>            Create and supervise the development of geospatial data, maps, descriptive statistics, infographics, charts, spreadsheets, and reports using GIS software, Microsoft Office, or other software as needed to convey information and data distributions. Supervise and direct staff in GIS-related ad hoc support for public requests for information, legislative affairs, and other needs as required.</p>
20%	<p><b>Personnel Management</b>            Plan, organize, direct, and delegate work to staff based on the functional skills involved, workload levels, and individual expertise and skill set. Prioritize addressing issues related to the progress of work projects or assignments to mitigate delays. Perform managerial review of completed staff work. Provide regular and timely written performance appraisals for staff. Counsel staff and initiate disciplinary actions as necessary. Recruit, hire, train, develop, and lead staff to maintain a high-functioning team. Comply with state and federal laws, rules, regulations, union contracts, and policies in all personnel practices. Facilitate conflict resolution among staff members to foster a harmonious, productive work environment. Identify and resolve employee performance problems by planning and implementing measures to improve performance. Assess training needs and provide staff training to meet those needs and maintain a competent workforce.</p>
10%	<p><b>Content Management</b>            Ensure the maintenance of GIS databases containing information from departmental, local, State, and Federal agencies, non-governmental organizations, and other sources for research projects and to meet CalGEM requirements. Oversee and manage content on the public CalGEM web pages related to GIS, excluding WellFinder. Perform data quality validation checks to ensure data integrity and accuracy.</p>
10%	<p><b>GIS Support</b>            Provide expert GIS-related technical advice, guidance, and recommendations to staff. Oversee and advise staff on the best use of Environmental Systems Research Institute (ESRI) ArcGIS software that achieves goals. Learn the Division’s business and operations to provide timely and effective support.</p>

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### **MARGINAL FUNCTIONS**

PERCENT	DESCRIPTION
<b>5%</b>	<b>Division Representative</b> Represents the Division at governmental work groups, public outreach forums, and meetings with industry and the public. Coordinate with other regulatory bodies, agencies, or public interest groups to ensure compliance with laws and regulations pertaining to oil and gas operations. In some instances, speak or make formal presentations to the above audiences.
<b>5%</b>	<b>Administrative</b> Performs administrative duties including, but not limited to the following, 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.

### **SUPERVISION RECEIVED:**

Works under the general direction of the Research Data Supervisor II over the GIS Units. May receive further directions from the Supervising Oil and Gas Engineer (IMPRO Manager).

### **SUPERVISION EXERCISED:**

Directly supervises Geographical Information Systems (GIS) Services Unit 1. In addition, supervises Research Data Analyst(s) II and Research Data Analyst(s) I.

### **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 occasionally meets with government and industry personnel, oil and gas operators, and other stakeholders. California state-level contacts include: the State Water Resources Control Board, Regional Water Quality Control Board, Public Utilities Commission, Cal/OSHA, and the California State Fire Marshal's Office of Pipeline Safety. Federal contacts include U.S. EPA and the Department of Transportation Pipeline and Hazardous Materials Safety Administration (PHMSA). Other contacts include local and county government staff and geothermal operators. May be required to support 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

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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, 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. Division will be unable to meet its federal mandates, including compliance with the Safe Drinking Water Act.

**CONDUCT AND ATTENDANCE EXPECTATIONS:**

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
<b>Constantly</b>	<ul style="list-style-type: none"> <li>• Work in a high-rise building</li> <li>• Standing or sitting at a desk, in a chair, and front of a computer screen.</li> <li>• Moving/walking in the office and standing or sitting during meetings.</li> <li>• Using a multi-line telephone console or a cordless telephone with a headset.</li> <li>• Bending (neck and waist), squatting, kneeling, and twisting (neck and waist).</li> <li>• Performing repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.</li> <li>• Reaching (above and below shoulder level).</li> <li>• Lifting and carrying up to 20 pounds.</li> </ul>
<b>Occasionally</b>	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).

<b>Employee Printed Name</b>	<b>Employee Signature</b>	<b>Date</b>
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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.

<b>Supervisor Printed Name</b>	<b>Supervisor Signature</b>	<b>Date</b>
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