

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

CURRENT PROPOSED

POSITION INFORMATION	
NAME Click or tap here to enter text.	MCR 1
CLASSIFICATION Senior Oil and Gas Engineer (Supervisor)	POSITION NUMBER 538-204-3780-591
WORKING TITLE UIC Supervising Engineer	DIVISION/UNIT California Geologic Energy Management (CalGEM) / UIC/UGS 204
EFFECTIVE DATE Click or tap here to enter text.	LOCATION Orcutt, CA
BARGAINING UNIT S09	CONFLICT OF INTEREST DESIGNATION 1

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 checked="" 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 Supervising Oil and Gas Engineer, the Senior Oil and Gas Engineer (Supervisor) will function as the UIC (underground injection control) Supervising Engineer for CalGEM Northern District’s Orcutt office. The incumbent will directly supervise technical staff responsible for the safe operation of UIC projects and UIC facilities and staff responsible for reviewing projects, regulatory testing compliance, and facility plans for UIC operations. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
40%	Prepare, review, and approve technical directives for UIC well drilling, plugging and abandonment, UIC projects, and underground injection projects. Prepare administrative orders to ensure that operators comply with state statutes and regulations and follow appropriate conservation policies and practices. Consult with, provide advice, and respond

POSITION DUTY STATEMENT

	to management, staff, public and other government agencies, and industry regarding UIC operations. Update and maintain the Division’s WellStar database and prepare spreadsheets for division reports. Ensure staff are following CalGEM policies and procedures and are correctly implementing statues and regulations in reviews for UIC projects, aquifer exemptions, and mechanical integrity testing.
25%	Enforces pertinent sections of the Public Resources Code and the California Code of Regulations. Plans, organizes, directs, and provides managerial review of the work performed by staff in the Northern District’s Orcutt Office. Provides regular and timely written performance appraisals to staff. Counsels staff and initiates 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.
15%	Track and manage reviews of multiple UIC projects. Summarize and communicate progress to management. Set priorities and facilitate communication between technical staff, operators, CalGEM programs, and other agencies.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
10%	Prepares and reviews technical documents and standard operating procedures and performs other class-related duties as required, including field surveillance activities.
5%	Represents the District at governmental workgroups, public outreach forums, and meetings with industry and the public. Coordinates with HQ, other districts and other regulatory bodies, agencies, or public interest groups to ensure compliance with laws and regulations pertaining to oil and gas operations. Makes formal presentations. Participates and presents in regulatory workshops and public comment meetings. May assist the Supervising Oil and Gas Engineer or CalGEM management with urgent operational activities if needed.
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 the Tempo system; and submits timesheets by the due date.

SUPERVISION RECEIVED:

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

SUPERVISION EXERCISED:

The Senior Oil and Gas Engineer (Supervisor) directly supervises Associate Oil and Gas Engineers and Engineering Geologists.

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;

POSITION DUTY STATEMENT

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 Senior Oil and Gas Engineer (Supervisor) will routinely interact with oil and gas operators, stakeholders, federal, state, and local agencies, which may include extensive public and professional contact. Personal contacts may be made via written correspondence, telephone, or email regarding laws, rules, regulations, and policies. May be required to make public presentations at 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 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.
- 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 and/or incumbent.

CONDUCT AND ATTENDANCE EXPECTATIONS:

This position provides hybrid telework opportunities, with employees required to work in-person at the Northern District's Orcutt office at least four days per week. Alternative work locations will not be considered. Staff must adhere to state information security policies, remain available via phone, email, and instant message during telework hours, and promptly report any damaged or lost equipment to their supervisor.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
CONSTANTLY	<ul style="list-style-type: none">• Sitting at a desk, in a chair, and in front of a computer screen.• Moving/walking in the office and standing or sitting during in meetings.• Using a multi-line telephone console or a cordless telephone with headset.• Bending (neck and waist), squat, kneel, and twist (neck and waist).• Performing repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.

POSITION DUTY STATEMENT

	<ul style="list-style-type: none"> • Reaching (above and below shoulder level). • Traveling via private or public transportation (i.e., driving an automobile, airplane, etc.), including overnight travel in and out of state may be required. • Lifting and carrying up to 20 pounds.
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. • Use special visual or auditory protective equipment. • Travel on and off-road, day and night, and sometimes in inclement weather, to both onshore and offshore work locations. • Perform 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. • Standing for prolonged periods may be necessary to witness certain tests. • Climbing various sizes of ladders, over rocks, and pipes. • Travel to offshore facilities require the ability to enter and exit alternate forms of transportation such as boats in inclement weather and rough seas using transfer methods such as swing rope and net baskets.

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 Click or tap here to enter text.	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 Click or tap here to enter text.	Supervisor Signature	Date