

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 538-205-3783-015
WORKING TITLE UIC Engineer	DIVISION/UNIT California Geologic Energy Management 205/Underground Injection Control
EFFECTIVE DATE	LOCATION Bakersfield/Central District
BARGAINING UNIT R09	CONFLICT OF INTEREST DESIGNATION 4

REQUIREMENTS OF POSITION			
☐ MEDICAL EVALUATION	☒ CONFLICT OF INTEREST	☒ TRAVEL REQUIRED	☐ BILINGUAL FLUENCY
☐ SUPERVISORY	☐ SPECIALIST	☒ DRIVER LICENSE	☐ PROFESSIONAL LICENSE
☐ TYPING CERTIFICATE	☒ HYBRID	☐ 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 general direction of the Senior Oil and Gas Engineer (Supervisor), the Associate Oil and Gas Engineer (AOGE) will independently perform Underground Injection Control (UIC) project reviews, Aquifer Exemption reviews, geological structural interpretation, and related engineering work in CalGEM Central District office. The incumbent will perform assignments that require a high degree of knowledge and skill in hydrocarbon technology, team leadership, communication, data management, presentation, and engineering work. The position will perform technical review and evaluation of proposed and existing oil and gas projects and well operations. The incumbent will conduct complex geological studies, make complex oil, and gas reserve calculations, and prepare and interpret complex technical data, maps, and statistics. The incumbent will be responsible for monitoring and investigating the legality and advisability of existing and proposed oil and gas operations and advise operators on preventative or corrective actions. This position requires a high degree of knowledge and aptitude in reviewing and analyzing complex engineering and geologic data and reports, extensive reviews of well files, projects and notices. Duties include, but are not limited to:

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ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
40%	Independently reviews UIC project applications in WellSTAR for completeness and accuracy to ensure submitted applications comply with all state and federal laws and regulations. Conducts reviews of proposed UIC project applications, project-by-project reviews, and periodic project reviews by evaluating geologic and reservoir conditions and the construction of wells within the area to determine possible hazards to life, health, property, and natural resources and ensure zonal isolation. Makes recommendations to unit supervisor based on findings from injection project reviews and documents findings and review comments in the applicable templates and checklists. Prepares UIC project approval letters with conditions that protect public health, safety and the environment. Maintains computer and hard copy files of injection project data. Reviews applications for federal UIC program to ensure completeness. Forwards applications to CalGEM Headquarters and other responsible agencies for comments.
30%	Independently reviews Aquifer Exemption and injection project applications including project-by-project applications in WellSTAR to ensure compliance with all state and federal laws and regulations. Generates/reviews maps, cross sections, and performs structural interpretations. Works with oil and gas operators for necessary information if applications are not accurate or complete. Recommends approval or modification of operator applications to unit supervisor. Replies in writing to operator applications with conditions of approval based on geologic and reservoir conditions, sound engineering practices, and compliance with State laws and Federal regulations. May respond verbally to emergency situations and follow up with written communication to operator and placement in well file. Responds in person and or in writing to verbal and written requests from oil and gas operators regarding any State and Federal criteria. Posts public notification of completed applications as required in the US Environmental Protection Agency (EPA) Primacy agreement. Forwards applications to CalGEM Headquarters and other responsible agencies for reviews and comments.
15%	Monitors and investigates the legality and advisability of existing and proposed oil and gas injection and production operations and may review Notices of Intentions (NOIs), infill and expansion UIC project proposals submitted by oil and gas operators utilizing state statutes, regulations, rules, and engineering and geological conditions. Prepares technical and legal directives interacting with CalGEM legal staff and management and advises operators of preventive or corrective actions required for compliance with applicable laws and regulations and sound engineering practices; conducts complex studies of operations, injection projects, surface expressions, and reservoirs using engineering and geological principles and writes reports on investigations and studies to meet internal CalGEM needs. May act as project manager for non-routine special projects and investigations. Prepares Notices of Violation and other enforcement actions for review by unit supervisor, CalGEM management, Legal, and others within the department.
10%	Assists in preparation of the Central District's quarterly and annual reports. Prepares complex injection project and well data statistics for quarterly and annual reports. When needed, provides technical support for all programs within the Central District for permitting, project review, idle well, surface expressions, and facilities support. May witness well tests and perform field inspections for production, UIC, and other operations consistent with statutes, regulations and rules. May review well summaries, well records and test reports for

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	accuracy and completeness. When needed, assists the unit supervisor, in training, directing, coordinating, and reviewing the work of engineers performing periodic project reviews, field inspections and data input in WellSTAR.
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MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Represents the district and makes presentations at CalGEM committees, governmental work groups, public outreach forums, and hearings. Coordinates and works with other regulatory bodies, agencies, or oil and gas industry operators to educate and ensure compliance with established laws and regulations associated with oil and gas operations. Provides technical oversight during brief absences of unit supervisor. Performs other classification-related duties as assigned. 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 Tempo timekeeping system; and submits timesheets by the due date.

SUPERVISION RECEIVED:

The Associate Oil and Gas Engineer 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.

SUPERVISION EXERCISED:

NONE

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

NONE

PERSONAL CONTACTS:

The Associate Oil and Gas Engineer will routinely interact with CalGEM district employees, oil and gas operators, other CalGEM staff, stakeholders, regulatory agencies, and 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.

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 federal mandates, including compliance with the Safe Drinking Water Act.
- Possible hazards to life, health, property, and natural resources.
- Deadlines laid out by the legislature and our federal partners may not be met resulting in the permitting of wells into subsurface non-exempt aquifers.
- Negative impacts on CalGEM's relationship with our state and federal partners.

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

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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	• Sits at a desk, in a chair, and in front of a computer screen. • Moves/walks about the office and standing or sitting during in meetings. • Uses a multi-line telephone console or a cordless device with or without headset. • Bends (neck and waist), squats, kneels, and twists (neck and waist). • Performs repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.
Frequently	• Reaches (above and below shoulder level). • Travels via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight travel inside California may be required. • Lifts and carries up to 20 pounds. • Works around equipment and machinery. • Walks on uneven ground. • Exposure to excessive noise. • Exposure to dust, gas, fumes, or chemicals. • Use special visual or auditory protective equipment
Occasionally	• Conducts field visits, 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 of time may be necessary to witness certain tests. • Climbs various sizes of ladders, over rocks, and pipes. • Stands for prolonged periods of time may be necessary to witness certain tests. • Travels on and off road, day, and night, and sometimes in inclement weather, to both onshore and offshore work locations. • 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

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