

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 538-202-3783-014
WORKING TITLE Operations Engineer	DIVISION/UNIT California Geologic Energy Management/Area A, B, C /202
EFFECTIVE DATE	LOCATION Long Beach
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 Area Supervising Engineer, Senior Oil and Gas Engineer (Supervisor), the Associate Oil and Gas Engineer will independently perform Underground Injection Control (UIC), production, well stimulation, and related engineering work within an area unit in the Division's Southern District office. The incumbent performs assignments that require a high degree of knowledge and skill in hydrocarbon technology, team leadership, communication, data management, presentation and engineering work, including operations, production and oil field practice. The incumbent performs technical evaluation of proposed oil, gas, and geothermal projects, well operations, prepares permits documenting technical requirements for operation. The incumbent conducts complex studies of operations and reservoirs; make complex calculations, such as oil and gas reserve calculations; prepare and interpret complex technical data, maps, and statistics; and write reports on investigations. Monitors and investigates the legality and advisability of proposed operations, prepare technical and legal directives and advise operators of preventative or corrective actions. This position requires extensive reviews of well files, projects, notices, field operations and other related duties and provides technical guidance to field engineering staff.

POSITION DUTY STATEMENT

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
40%	Independently reviews Notices of Intention (NOI) to drill, rework and abandon, well stimulation applications, or other oil field applications, requests, data, or information submitted by oil and gas operators for completeness and accuracy and to ensure compliance with State laws and regulations. Evaluates individual injection well NOIs and well stimulation applications for completeness and integrity. If the applications and NOIs are not accurate or complete, the incumbent will work with the operator to receive the necessary information. Recommends approval or modification of such applications to the unit supervisor depending upon compliance with State laws and regulations. Replies in writing to NOIs and other applications with conditions of approval based on knowledge of geologic and reservoir conditions, sound engineering practices, and compliance with State laws and regulations. May respond verbally to emergency situations and follow up verbal instruction with written communication to well file and the operator. Responds to verbal and written requests from oil and gas operators for operational variances and changes to permitted conditions of approval, in person and in writing.
15%	Conducts injection project reviews of proposed UIC project applications and annual project reviews of existing projects to determine possible hazards to life, health, property, and natural resources by evaluating geologic and reservoir conditions, and the construction of wells within the area of review to ensure zonal isolation. Ensures applications' compliance with Division and federal project requirements. Recommends approval or modification of applications to the unit supervisor based on findings from injection project reviews. Maintains computer and hard copy files of injection project data. Reviews applications for aquifer exemptions under the federal UIC program to ensure completeness. Post public notification of completed applications as required in the US Environmental Protection Agency (EPA) Primacy agreement. Forward applications to Headquarters and other responsible agencies for comment.
15%	Monitors and investigates the legality and advisability of proposed operations by review and analysis of State statutes, regulations and rules, engineering and geological conditions; prepares technical and legal directives interacting with Division 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 and reservoirs using engineering and geological principles; writes reports on investigations and studies to meet internal division needs; may witness well tests and perform field inspections for production, UIC, well stimulation, and other operations consistent with statutes, regulations and rules. Prepares Notices of Violation and other enforcement actions for review by unit supervisor, Division management, Legal, and others within the department.
15%	Prepares portions of the district's annual report to the Environmental Protection Agency (EPA). Prepares complex injection project and well data statistics for the quarterly and annual reports for Headquarters. Acts as technical support, as workload conditions dictate, for all programs within the District for permitting, project review, idle well, and facilities support. Directs and reviews the work of other engineers and technicians in a lead capacity as needed. Acts as project manager for non-routine special projects and investigations

POSITION DUTY STATEMENT

	involving oil and gas related environmental issues such as oil and produced water spills, gas emissions, blowouts, subsidence, and other upsets.
10%	Collaborates with, and assists, the unit supervisor to train, direct, coordinate, and review the work of field engineers and technicians (EMRE, EG, OGT) performing field inspections of oil and gas operations and related duties and other database and spreadsheet data input and quality control. Reviews well and other records and test reports for accuracy and completeness.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Represents the district on various Division committees. Represents and makes presentations on Division programs at governmental work groups, public outreach forums, hearings, etc. Coordinates and works with other regulatory bodies, agencies, media, or public interest groups to educate and ensure compliance with established laws and regulations associated with oil and gas operations. Provides technical oversight of Operations Unit on occasion during brief absences of unit supervisor. Performs other required duties of the classification.

SUPERVISION RECEIVED:

Works under the direction of the Senior Oil and Gas Engineer (Area Supervising Engineer).

SUPERVISION EXERCISED:

None.

PERSONAL CONTACTS:

The incumbent routinely meets with oil and gas operators and other stakeholders. Occasionally may be required to meet with state Water Resources Control Board, Regional Water Quality Control Board, as well as US EPA staff members pertaining to aquifer exemption requests, and Underground Injection Control management. 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 the 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 an 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.

POSITION DUTY STATEMENT

CONDUCT AND ATTENDANCE EXPECTATIONS:

This position may be eligible for hybrid telework based on the Department of Conservation's Telework Policy, district needs, and job performance. Telework may be canceled if business needs change. Staff must be reachable by phone, email, and instant message during telework hours and comply with DOC Telework Program Policy, State Information Security policies, and Telework and Remote Access Security Standards. Any damaged or lost equipment must be reported to the supervisor immediately.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
FREQUENTLY	• Sitting at a desk, in a chair, in front of a computer screen. • Moving/walking about 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). • Travel via private or public transportation (i.e. driving automobile, airplane, etc.), including overnight travel inside California may be required.
OCCASIONALLY	• Working around equipment and machinery. • Walking on uneven ground • Exposure to excessive noise • Exposure to dust, gas, fumes, or chemicals. • Use of 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. • Travel to offshore facilities requires the ability to enter and exit alternate forms of transportation such as boats and helicopters in all types of weather, using methods such as swing rope and personal baskets. • While performing 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 of time may be necessary to witness certain tests. • Climbing various sizes of ladders, over rocks, and pipes. • Lifting and carrying up to 20 pounds.

POSITION DUTY STATEMENT

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 provided a copy of this duty statement to the employee named above.

Supervisor Printed Name

Supervisor Signature