

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

☐ CURRENT ☒ PROPOSED

POSITION INFORMATION	
NAME	MCR 1
CLASSIFICATION Research Data Specialist I	POSITION NUMBER 538-201-5742-XXX
WORKING TITLE Cost Estimation Research Data Specialist	DIVISION/UNIT California Geologic Energy Management Division/Cost Estimation
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT R01	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 the direction of the Senior Oil and Gas Engineer (Supervisor) of the Cost Estimation Team, the incumbent will function as a Research Data Specialist I in the California Geologic Energy Management Division's (CalGEM) Headquarters. The incumbent will work independently and collaboratively for the Cost Estimation Team, researching and analyzing data to determine best solutions for establishing liability for costs related to plugging and abandoning wells, decommissioning wells, facilities, site remediation, reporting, and inspections. The incumbent will perform data queries in several databases including WellSTAR and develop data reports, identify new data sources and opportunities for data improvement, and dashboards for monitoring activity and results. Creates and collaborates with staff to help develop maps, descriptive statistics, charts, spreadsheets, reports, and dashboards using GIS software, Microsoft Office, Access, SQL Server, Petrel, GeoGraphix, PowerBi, drones or other advance software as needed. CalGEM prioritizes protecting public health, safety, and the environment in its oversight of the oil, natural gas, and geothermal industries, while working to help California achieve its climate change and clean energy goals. To do that, CalGEM uses science

POSITION DUTY STATEMENT

and sound engineering practices to regulate the drilling, operation, and permanent closure of energy resource wells. Duties include but are not limited to:

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
35%	Research and Data Analysis Independently performs complex data collection, interpretation, and analysis to deliver descriptive analytics enabling data-driven conclusions for use in the resolution of multiple CalGEM program operations. Analyzes and researches statistics to evaluate programs for plugging and abandoning well processes including decommissioning well procedures and business processes and policies. Use principles and concepts appropriate to data and research techniques and methodologies; current data analytics processes, including the utilization of business intelligence software programs; application of computerized models to research data, statistical and other methods used in the analysis; organizational analysis including data presentation and interpretation; access and process data located on large databases, servers, mainframes and/or desktop computers. Work with the Department's Enterprise Technology Services Division staff using SQL Server Analysis Services to develop data marts and other database architectural improvements. "Independently researches, compiles, and analyzes structured and unstructured data to identify current professional best practices on requirements in support of the Cost Estimation Team established by SB 551 legislation. Identify data needs of complex analyses and evaluate adequacy of existing data to meet these needs.
30%	Cost Estimation Program Independently conducts program evaluation studies and provides recommendations to include the systematic analysis of program requirements, goals, and outcomes to optimize procedures. Researches, validates, and analyzes criteria used for oil and gas operators to estimate costs to plug and abandon wells and decommission attendant production facilities, including site remediation. The ability to adapt and apply complex research methods and principles to research problems of an applied practical nature; identify required data, information, materials, and resources needed to complete/perform a project; determine how a system or process works and how utilizing new inputs, operations, and environmental conditions would affect outcomes. Use problem-solving techniques and processes to identify and resolve issues related to the completion of work assignments. operations research methods; survey methods and analytical techniques; conduct program evaluation studies including the systematic analysis of program requirements, goals, and outcomes to ensure program effectiveness; develop documents related to data processing and analysis procedures for research projects and assignments to be used as a future resource.
20%	Collaboration and Coordination Collaborate with programs and districts on cost estimation activities. Provide cost estimation training and support to programs and districts. Coordinate with Office of Legislative and Regulatory Affairs to update and revise cost estimation regulations. Facilitates meetings to share information, solve problems, and improve the processes for involvement of local agencies in plugging and abandoning of wells including decommissioning facilities unique to the Division. Uses state mandates, in addition to the Division's business and operations

POSITION DUTY STATEMENT

processes, to provide timely and effective data research support to managers, departmental staff, and government agencies. Assist CalGEM management and the Department's Legal office in assembling data reports to preparation of legal action.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
10%	Division Representative Represents the Division at governmental work groups, public outreach forums, and meetings with industry and the public. Supports other regulatory bodies, agencies, or public interest groups requesting Division data.
5%	Administrative 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 Daily Log system; and submits timesheets by the due date; completes travel expense claims and vehicle travel logs in a timely manner; and registers for and completes required training as directed.

SUPERVISION RECEIVED:

The Research Data Specialist I is directly supervised by the Senior Oil and Gas Engineer (Supervisor). Direction and assignments may also come from the District Deputy, Supervising Oil and Gas Engineers or Supervisor II.

SUPERVISION EXERCISED:

None

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

None.

PERSONAL CONTACTS:

The incumbent will routinely communicate with Division District employees, operators, other Division staff, stakeholders, regulatory agencies, and federal, State, and local agencies, which may include public and professional contact. Contacts may be made via written correspondence, telephone, email regarding laws, rules, regulations, and policies. Information is of a sensitive nature and all contact will be treated as such. The incumbent will assume all District data and work products are for confidential internal use only unless explicitly deemed releasable to the public.

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:

- Division will be unable to meet its federal mandates.
- Data collection and analysis of Division-regulated activities will not be completed.

POSITION DUTY STATEMENT

- Reports, official correspondence, and policy updates will not be disseminated in a timely manner.
- Negative impacts on the Division'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.

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WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
Constantly	- o Sit at a desk, in a chair, and in front of a computer screen. - o Moving/walking about the office and standing or sitting during in meetings. - o Use a multi-line telephone console or a cordless telephone with headset. - o Bending (neck and waist), squat, kneel, and twist (neck and waist). - o Perform repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.
Occasionally	- o Reaching (above and below shoulder level). - o Lifting and carrying up to 20 pounds. - o Travel via private or public transportation (i.e., automobile, 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).

Employee Printed Name	Employee Signature	Date
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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.

Supervisor Printed Name	Supervisor Signature	Date
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