

POSITION DUTY STATEMENT

SLC 316 (05/2026)

☐ CURRENT☒ PROPOSED

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

All forms must be approved by Human Resources before employee or supervisor sign.

EMPLOYEE NAME: Proposed	SUPERVISOR NAME: Gabriel Chapa
CLASSIFICATION TITLE: Energy & Mineral Resources Engineer	WORKING TITLE: Operations Engineer
POSITION NUMBER: 340-540-3784-001	DIVISION/UNIT: MRMD/SoCal Operations
CBID: R09	OFFICE LOCATION: Long Beach
TENURE: ☒ Permanent ☐ Limited Term ☐ TAU ☐ Retired Annuitant ☐ CEA	TIMEBASE: ☒ Full Time ☐ Part Time ☐ Intermittent
CONFLICT OF INTEREST FILER: ☒ YES ☐ NO	DRIVING RECORD REQUIRED: ☒ YES ☐ NO
PROBATIONARY PERIOD: ☐ 6 Months ☒ 12 Months ☐ N/A	☒ APPOINTMENT DATE OR ☐ REVISION DATE:
HR ANALYST APPROVAL: ☒ YES	HR ANALYST SIGNATURE: DATE: Signed by: Holly Polyak 3F26CBB3439D483... 8/6/2026

POSITION DESCRIPTION:

Under the close supervision of the Senior Mineral Resources Engineer, the Energy and Mineral Resources Engineer assists within the Operations Section, providing assistance to engineering and inspection of State managed oil, gas, and geothermal, renewable energy, and mineral leases. The incumbent performs the less complex field inspections, engineering evaluations, and compliance assessments; coordinates the less technical activities with peers and inspectors; and assists in representing the State Lands (Commission) in interactions with operators, contractors, and regulatory agencies. This position does not supervise staff but provides mentoring and less technical support to lower-level personnel. This position is required to have a valid CA driver's license and drive a vehicle on official State business.

SUPERVISION EXERCISED (If applicable) AND SUPERVISION RECEIVED:

Supervision received by the Senior Mineral Resources Engineer. No supervision exercised.

ESSENTIAL JOB FUNCTIONS:

40 % Engineering Review, Less Technical Evaluation, and Permit Analysis

- Perform the less technical engineering evaluations of proposed, facility modifications, facility shutdown plans and procedures to ensure best engineering practices and compliance with regulations.
- Draft, update, and implement engineering procedures for new and existing undocumented processes to ensure streamlined and consistent workflows.
- Draft the less technical directives, permit conditions, or written responses to operators and internal stakeholders for review and approval.
- Conduct quality control reviews of technical analyses and documents prepared by inspector staff.
- Evaluate spill prevention systems, emergency equipment, and pollution control measures on State leases to prevent environmental damage, protect public safety, and ensure compliance with state regulations.
- Maintain and update engineering databases, well files, and operational records for regulatory compliance, operational decision-making, and long-term asset management in oil and gas operations.

35% Operations Field Coordinator & Compliance

- Conduct the team's less technical inspections of offshore and onshore oil, gas, mineral extraction, and geothermal operations on State managed lands and tidelands to provide essential field verification and technical observation that supports the state's broader regulatory environmental and safety responsibilities.
- Assist as the field engineer, coordinating operations and inspection activities with inspectors and work with other junior engineers.
- Document findings, prepare inspection reports, and recommend corrective actions to operators.
- Review inspection and royalty verification calibration reports to ensure accurate, timely documentation of lease activities.
- Perform laboratory analyses of crude oil and gas samples to verify the accuracy of production measurements and abandonment compliance.
- Witness LACT meter proving and gas Total-flow sales meter verification to ensure accurate royalty measurement.
- Provide onsite the less technical guidance to staff during inspections, tests, and operational assessments, ensuring adherence to safe work practices and procedures.
- Monitor the Safety Audit Team (SAT) audit action item progress in the field to ensure timely repair and maintenance, coordinating with the SAT team and facility operators to update reports and resolve outstanding issues.
- Monitor the shutdown, purging, and removal of equipment and pipelines during decommissioning project inspections to ensure compliance with procedures and plans.
- Inspect and verify restoration of lease sites for regulatory closure of the lease site, bond release, operator's obligations end, regulatory documentation and record updates, land use reverts to the landowners or managing agency, monitor may continue, or the lease itself may be terminated.
- Conduct methane monitoring and other required data collection for federal compliance programs.
- Inspect hydrocarbon, geothermal, renewable energy, and mineral extraction

10% Investigations, Incident Response, and Operational Support

- Participate in investigations for operational incidents, complaints, spills, equipment failures, and occurrences of damage on State managed leases and follow up on Office of Emergency Service spill report notifications.
- Coordinate field assessments, data collection, and interviews with operators, contractors, and partner agencies to help verify safety, compliance, and performance in oil and gas operations, while supporting problem-solving and planning.
- Prepare comprehensive investigation reports and make recommendations to the supervisor for corrective or enforcement actions.
- Provide to management the less technical working knowledge during incident briefings and interagency coordination.

5% Stakeholder Communication, Operator Coordination, and Regulatory Interface

- Provide the less technical information to operators, contractors, local agencies, and the public regarding State Lands Commission requirements, procedures, and expectations.
- Participate with the Operations Section in meetings, field visits, and interagency coordination efforts (e.g., CalGEM, CPUC, local governments).
- Draft correspondence, briefing materials, and the less technical summaries to the supervisor for management and Commission staff.
- Assist with the preparation of agenda items and presentations for Commission meetings as needed.

5% Assist Mentoring and Training

- Assist the supervisor with training, mentoring, and cross-training the engineers and inspectors on field procedures, technical methods, safety practices, and regulatory requirements.
- Ensure that lease operators and the Commission's inspection team understand and follow the proper inspection techniques, documentation standards, and operational evaluation methods.
- Assist in onboarding new staff by sharing technical knowledge and program expectations.

5% Other Responsibilities

- Prepare and record meeting notes related to engineering reviews, incident briefings, and inter-agency coordination.
- Set scheduling and agenda development for technical and non-technical meetings, field operations, and compliance activities.
- Monitor and track inventory of specialized field equipment, safety gear, and office supplies.
- Coordinate maintenance, calibration, and regulatory compliance services for equipment and systems associated with waste handling, sampling, and operational support.
- Respond to after-hours notifications involving oil spills, operational anomalies, or urgent inspection requirements, providing the less technical triage and initiating appropriate field or regulatory actions.

MARGINAL JOB FUNCTIONS:

None

WORKING CONDITIONS:

Core business hours of <u>9:00 am</u> to <u>3:00 pm</u>	☒ Transport items weighing up to <u>40</u> pounds
☒ Sit ☒ bend ☒ stoop ☒ stand while working	☐ Appropriate business attire required
☒ Daily use of standard office equipment	☒ Occasional overnight travel
☐ Temperature controlled office with artificial light	☐ Occasional mandatory overtime
Drive as an essential function of the position: ☒ Yes ☐ No	

OTHER (list all other working conditions):

- Prolonged periods of walking
- Work in confined/restricted working environment
- Work in multistory offshore and onshore petroleum production facilities and sample laboratory
- Work involves strenuous activities.
- Work is performed in an office workplace and in the field.
- Field activities are conducted 24 hours a day; must be available to work after hours if necessary.
- Some of the engineering review and surveillance is conducted onsite including offshore platforms, remote onshore natural gas locations, geothermal regions of the state, and onshore coastal sites.
- Work inside and outside in varying temperature as needed.
- Willingness to travel by vehicle, ocean vessel, or helicopter to access different facilities or drilling sites.
- Operate a personal or State vehicle to travel on official State business; must have valid California driver's license.
- Must be able to pass swing rope test and be certified.
- Must be able to pass H2S training and be able to wear self-contained breathing apparatus (SCBA).

DESIRABLE QUALIFICATIONS:

Ability to execute assigned responsibilities	Ability to interact in a courteous and professional manner
Ability to understand and follow directions	Ability to work independently and as part of a team

OTHER (list all other desirable qualifications)

- Possess Engineering degree with major work in petroleum engineering.
- Drilling and abandonment engineering experience in the private oil and gas sector.
- Ability to communicate clearly and effectively both orally and in writing.
- Ability to analyze and assess complex technical issues for drilling and abandonment procedures.
- Understanding of well control procedures and hands-on training in well control.
- Knowledge and understanding of well completion and abandonment procedures used in California.
- Knowledge of California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).

Tasks identified in this duty statement reflect the anticipated general functions of the position and should not be considered an all-inclusive list of responsibilities.

I have read and understand the duties listed above and can perform them with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, please contact EEO@slc.ca.gov immediately.) **A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.*

Employee Signature	Employee Printed Name	Date
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I certify that the above accurately represents the duties of the position:

Supervisor Signature	Supervisor Printed Name	Date
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