

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 538-202-3783-016
WORKING TITLE Environmental and Facilities Compliance Engineer	DIVISION/UNIT CalGEM/ Environmental and Facilities Unit
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 the general direction of the Environmental and Facilities Unit (EFU) Senior Oil and Gas Engineer (Supervisor), the Associate Oil and Gas Engineer will function as the Environmental and Facilities Compliance Engineer within the Southern District Office of California Geologic Energy Management Division (CalGEM, the Division). The incumbent will develop, organize, direct, and implement various statutes codified in the Public Resources Code (PRC) specifically addressing the Senate Bill 1137 (Gonzalez, Chapter 365, Statutes of 2022). The incumbent will serve as the district's primary reviewer for the Leak Detection and Response Plan (LDRP) submissions for oil and gas facilities, work in close coordination with the California Air Resources Board (CARB), issue responses, and oversee implementation and enforcement. The incumbent will be responsible for completing assignments that require a high degree of skill and knowledge in leak detection technology, engineering work, compliance and enforcement, communication, and presentation. The incumbent may conduct complex studies; prepare and interpret technical data, maps, and statistics; lead investigations into incidents and community complaints; and write reports. This position requires extensive reviews of field operations, well files, notices, and providing technical guidance to field engineering staff. As business needs

POSITION DUTY STATEMENT

arise, the incumbent is expected to go out to the field to oversee field surveillance and inspection operations and to provide training to field staff. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
30%	Field Surveillance and Enforcement Reviews field engineer reports and data provided by operators for accuracy and completeness, determines compliance, and initiates enforcement actions. Prepares Notice of Violations (NOVs) and assists with preparation of enforcement orders to address field surveillance related violation(s) of CalGEM laws and/or if they pose a threat to life, health, property, or natural resources. Acts as the field surveillance group's enforcement liaison with the CalGEM Headquarters Enforcement Unit (EU) and collaborates with various CalGEM programs to assess compliance for the oil and gas production facilities. Prepares summary presentation and enforcement memorandum for review by District Management and Headquarters staff. Tracks and reports wells and attendant facilities compliance and enforcement actions. Provides technical guidance to district field engineers assigned to perform field inspections of wells and associated facilities. Regularly go out to the field to oversee field surveillance and inspection operations and to provide training to field staff. Conducts field inspections of leases or facilities to ensure compliance with prevailing state and federal laws. Ensures well, tank, facilities, and lease records are updated in the appropriate database and contain accurate information. Develops work processes and job aids related to field surveillance and compliance. Coordinates with field engineers on spill and incident investigations, prioritizing critical infrastructure. Investigates public and industry complaints concerning potential violations of CalGEM laws.
25%	LDRP Review and Compliance Implementation Reviews operator-submitted LDRPs for every production facility or well with a wellhead in a health protection zone (HPZ), coordinates their reviews with CARB, ensures proposed continuously operating emissions detection system (EDS) meets the statutory and regulatory requirements, and provides approval of the LDRP or notice of deficiencies by the statutory mandated deadlines. Reviews corrective action plans, coordinates with CARB, responds to operators with the review feedback, tracks implementation for ongoing compliance to Public Resources Code (PRC) section 3283 and CalGEM and/or CARB regulation(s). Uploads all relevant documents to the appropriate database and addresses any internal or external comments or questions related to LDRP and subsequent CalGEM's determinations. Performs and coordinates periodic field inspections utilizing field surveillance group staff to ensure compliance to LDRP-related statute(s) and regulations. Assists in developing a compliance tracking and enforcement framework in consultation with EU.
25%	Environmental and Facilities Program Assists with scheduling and coordinating environmental lease inspection of oil and gas production facilities; develops work processes and job aids for facility inspections used by district engineering staff. Audits oil and gas production facilities, equipment, Oil Spill Contingency Plans, tank maintenance and inspection records, and annual oil and gas facility inspections to operator compliance with state and federal mandates. Assists unit supervisor with development of risk-based compliance audit protocols for the district's facilities compliance activities. Assists with tracking and reporting facility, tank, sump, and pressure

POSITION DUTY STATEMENT

	vessel compliance activities for the district. Periodically reports wells and attendant facilities compliance status, responds to related Public Records Act requests.
10%	Lead Collaborates and assists to train, direct, coordinate, and review work of field staff performing inspections of wells and attendant facilities. Quality control of inspection data for WellSTAR and other data tracking systems. Develops compliance and enforcement approach for successful implementation of Public Resources Code (PRC) section 3283 with support from District management and EU. Coordinates with CalGEM Headquarters Geographic Information System (GIS) staff for digital mapping of key oil, gas, and geothermal facilities within the district and analysis of related data.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Administrative Performs administrative duties, including but not limited to adhering 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 Daily Log system, and submits timesheets by the due date.
5%	Miscellaneous Represents the district on various CalGEM committees. Represents and makes presentations on CalGEM programs at governmental work groups, public outreach forums, hearings, etc. Coordinates and works with other regulatory bodies, agencies, or public interest groups to educate and ensure compliance with established laws and regulations associated with oil and gas operations. Performs other classification-related duties.

SUPERVISION RECEIVED:

The Associate Oil and Gas Engineer reports directly and receives the majority of assignments from the EFU Senior Oil and Gas Engineer (Supervisor); however, direction and assignments may also come from the Supervising Oil and Gas Engineer for the EFFSG and Southern District Deputy.

SUPERVISION EXERCISED:

None.

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

None.

PERSONAL CONTACTS:

The Associate Oil and Gas Engineer will routinely interact with other Division staff, operators, contractors, and consultants working for the operators, and members of the public. Responsible duties may include interaction with other public and private entities, including federal, State, and local agencies, and stakeholder groups. Personal contacts regarding various job functions may be made in person or via written correspondence, telephone, email, or virtual media.

POSITION DUTY STATEMENT

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. If these functions are not adequately performed, consequences may include, but are not limited to:

- Unable to meet its federal mandates, including compliance with the Safe Drinking Water Act.
- Possible hazards to life, health, property, and natural resources.
- Increased financial liability to the state due to responsible parties not being held accountable.
- Unable to meet deadlines laid out by the legislature and our federal partners.
- Negatively impacts the Division's relationship with the members of the public, state, and federal partners.

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. Staff must adhere to state information security policies, remain available via phone, email, and instant message during work hours, and promptly report any damaged or lost equipment to their supervisor. Professionalism, fairness, honesty, and respect are expected in all interactions with state employees, peers, management, and the public. Regular attendance during approved telework or in-office schedules is required, and remote work outside approved hours requires pre-approval. Commute time is not considered work time.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
FREQUENTLY	• Sitting at a desk, in a chair, and in front of a computer screen. • Moving/walking about the office and standing or sitting during meetings. • 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. • Using a multi-line telephone console or a cordless telephone with a headset. • Using personal communication equipment and portable computers. • 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 earwear and an H2S monitor to warn of H2S gas hazards. • Working around equipment and machinery. • Walking on uneven ground. • Exposure to dust, gas, fumes, or chemicals. • Traveling via private or public transportation (i.e., driving an automobile, airplane, etc.), including overnight travel inside California may be required. • Traveling to, or through, remote or highly urbanized locations, including economically impacted areas. • Traveling on and off road, day and night, and sometimes in inclement weather, to both onshore and offshore work locations.

POSITION DUTY STATEMENT

OCCASIONALLY	• Climbing various sizes of ladders, over rocks, and pipes. • Exposure to excessive noise. • Using special visual or auditory protective equipment. • Reaching (above and below shoulder level). • Standing for prolonged periods of time may be necessary to witness certain tests. • Lifting and carrying up to 20 pounds. • Traveling to El Centro/Salton Sea area to cover geothermal field inspections and other areas in the district, if necessary. • Traveling 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.
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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 provided a copy of this duty statement to the employee named above.

Supervisor Printed Name	Supervisor Signature	Date
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