

DEPARTMENT OF CONSERVATION
POSITION DUTY STATEMENT
PO-199 (Revised 08/26)

☐ CURRENT ☒ PROPOSED

POSITION INFORMATION	
NAME	MCR 1
CLASSIFICATION Senior Oil and Gas Engineer (Supervisor)	POSITION NUMBER 538-201-3780-920
WORKING TITLE Alternative Well Program Supervisor	DIVISION/UNIT Geologic Energy Management Division
EFFECTIVE DATE	LOCATION Sacramento, Bakersfield, or Long Beach
BARGAINING UNIT S09	CONFLICT OF INTEREST DESIGNATION 1

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 Supervising Oil and Gas Engineer over Geothermal and Alternative Well programs, the Senior Oil and Gas Engineer (Supervisor) will function as the Alternative Well Program Manager for the California Geologic Energy Management Division's (CalGEM) Headquarters. The Alternative Well Program Manager will oversee a staff of engineers and geologists and scientists in identifying, developing, and implementing business processes, technical solutions, and specialized requirements for CalGEM's Alternative Well Program. The incumbent will also facilitate and coordinate the creation of the Division's new Alternative Wells Program, which includes developing the Gravity-Based Energy Storage Well Pilot Program; supporting and implementing the Division's broader policies on well repurposing; and coordinating the Division's geologic carbon sequestration activities. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
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POSITION DUTY STATEMENT

40%	Alternative Wells Program development and Oversight: Plans, coordinates, develops, implements, and manages the Gravity-Based Energy Storage Well Pilot Program. Designs programmatic approaches that help ensure compliance with laws and regulations and supports CalGEM's mission. Develops policies and recommendations for regulatory frameworks on oil and gas well repurposing. Engages with CalGEM district offices, regulated entities, other state and federal agencies, industry groups, and members of the public. Serves as CalGEM's well repurpose and geologic carbon sequestration expert and provides recommendations on programmatic and technical engineering issues related to these areas.
25%	Personnel Management: Plan, organize, direct, and provide leadership and appropriate supervision of staff. Ensure managerial review of the work performed by staff. Identify appropriate long-range plans and staffing goals to address succession planning and knowledge transfer. Evaluate staff performance and prepare probationary reports and annual performance appraisals. Counsel staff and initiate disciplinary actions as necessary. Oversee the recruiting, hiring, and development of staff. Determine training needs of technical staff. Comply with all state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, and employee development and management.
15%	Engineering, Geology and Science: Prepare and interpret complex science and engineering data, maps, and statistics. Perceive impacts of findings and present ideas and information effectively. Develop and evaluate alternatives and make recommendations.
10%	Field oversight: Oversee safe and effective field inspections performed by staff by ensuring that appropriate administrative controls and personal protective equipment are utilized. Verify quality of work through effective training, review, and feedback.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Division Representative Represent the Division before professional groups and at hearings and meetings with government agencies, professional and public groups, and may represent the State Oil and Gas Supervisor at governmental work groups or meetings.
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. Oversee and approve submitted time sheets, individual development plans, training plans, and other personnel issues.

SUPERVISION RECEIVED:

Works under the direction of the Supervising Oil and Gas Engineer over Geothermal and Alternative Well programs.

SUPERVISION EXERCISED:

Directly supervise Associate Oil and Gas Engineers, Engineering Geologists, analysts and other staff.

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

POSITION DUTY STATEMENT

The incumbent performs the full range of supervisory and management duties, including, but not limited to: interpret and adhere to policies, rules, laws, regulations, and bargaining unit contracts; provide direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; review work and evaluate performance of regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans; monitor employee performance and, if necessary, utilize progressive discipline principles and procedures; complete personnel documentation and utilize the competitive hiring process; and approve or deny administrative requests including leave, overtime, travel, and training.

PERSONAL CONTACTS:

The Senior Oil and Gas Engineer (Supervisor) will routinely interact with CalGEM District employees, oil and gas operators, other Division staff, stakeholders, regulatory agencies, and federal, state, and local agencies, which may include extensive public and professional contact. The incumbent will interact often with oil and gas industry representatives personal contacts may be made via written correspondence, telephone, email regarding laws, rules, regulations, and policies.

ACTIONS AND CONSEQUENCES:

If these functions are not adequately performed and/or if the proper training is not administered to staff, consequences may include, but are not limited to:

- 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 regulatory sanctions.
- Negative impacts on the Division's relationship with state and federal partners.

CONDUCT AND ATTENDANCE EXPECTATIONS:

Possession of a valid driver's license is required.

Telework may be available for this position in accordance with the Department of Conservation's Telework Policy and procedures.

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 in 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. • Travel via private or public transportation (i.e., driving automobile, airplane)including overnight travel in and out California. • Lifting and carrying up to 20 pounds
Occasionally	• Working around equipment and machinery. • Walking on uneven ground. • Exposure to dust, gas, fumes or chemicals. • Using special visual or auditory protective equipment.

POSITION DUTY STATEMENT

- Traveling on and off road, day and night, and sometimes in inclement weather, to both onshore and offshore work locations.

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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

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