

**DEPARTMENT OF CONSERVATION
POSITION DUTY STATEMENT**

NAME	MCR 1
CLASSIFICATION Career Executive Assignment (CEA B)	POSITION NUMBER 538-202-7500-011
WORKING TITLE Southern California District Deputy (CEA B)	DIVISION/UNIT California Geologic Energy Management Division / 202 / Southern California Area District
EFFECTIVE DATE	LOCATION Long Beach
BARGAINING UNIT M01	CONFLICT OF INTEREST CATEGORY 1

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 State Oil and Gas Supervisor and Chief Deputy of Operations, the incumbent will function as the Southern California Area District Deputy (CEA B) in the Division's Long Beach Office. The incumbent will direct and have charge of the work plans, goals, and objectives for the Division's Southern California Area District. The position supervises the oil and gas drilling and production, freshwater protection, enhanced recovery, underground injection control, production tank and pipeline integrity, underground storage facilities, greenhouse gas mitigation, geothermal operations, and the environmental protection programs in the District, both onshore and offshore. Duties include, but are not limited to:

A. **SPECIFIC ACTIVITIES: ESSENTIAL / MARGINAL FUNCTIONS**

- **ESSENTIAL FUNCTIONS**

- **30% District Management**

- Prepare, review, and approve technical directives for onshore and State offshore oil and gas well drilling, well plugging and abandonment, lease maintenance, and well production and injection operations. Prepare administrative orders and notices of violation to ensure that oil, natural gas, and geothermal well operators comply with state laws and regulations and follow appropriate conservation policies and practices. Consult with, provide advice, and respond to management, staff, public, other government agencies and industry regarding oil, gas, environmental, and idle-well issues, problems, and solutions.

- **30% Program Research and Management**

- Apply the laws regulating oil, natural gas, and geothermal operations to specific proposals and form valid conclusions regarding safety, adequacy and effectiveness of the Districts operations. Develop and implement variety of analytical and technological research techniques to resolve complex resource management and conservation problems. Review draft legislation and regulations and make suggestions when necessary to ensure drafts are

concise and well written and inform State Oil and Gas Supervisor on potential changes to existing legislation, regulations and business processes.

- **20% Support Consultant**

Collaborate with the State Oil and Gas Supervisor and the Chief Deputy in the formulation and dissemination of oil and natural gas regulatory plans, policies, standards, and controls. Utilize technical expertise to provide consultative services and advice to upper management on the feasibility, impact, or potential of a variety of operations, projects, or proposals. Prepare and issue administrative orders, requests for bids, and contracts to plug and abandon oil, natural gas, and geothermal wells and related facilities that nonresponsive or defunct operators have deserted.

- **10% Personnel Management**

Plan, organize, direct, and evaluate the work and performance of District management, engineering, and office services personnel. This includes, but is not limited to the following: Ensure staff has a safe team-oriented environment that is free of unprofessional behavior. Ensure staff is motivated to increase their professional abilities. Ensure district staff has access to training opportunities. Ensure pertinent sections of the Public Resources code and Code Regulations are being fairly enforced by District personnel. Monitor, evaluate, and create written performance appraisals of District staff. Monitor, evaluate and prepare written performance appraisals of senior District personnel. Counsel staff and initiate disciplinary actions as necessary. Recruit, hire, train, develop and provide leadership to a diverse staff. Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development and management. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.

- **MARGINAL FUNCTIONS**

- **5% Division Representative**

Speak on behalf of the Division at governmental work groups, public outreach forums, and the meetings with industry and the public. Coordinate with other regulatory bodies, agencies, or public interest groups to ensure compliance to laws and regulations concerning oil and gas operations.

- 5% Administrative**

Perform administrative duties including, but not limited to: ensuring District adherence to Department policies, rules and procedures; submit administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately report time in the Daily Log system; and submit timesheets by the due date.

B. **SUPERVISION RECEIVED**

Under the general direction of the State Oil & Gas Supervisor and Chief Deputy of Operations.

C. **SUPERVISION EXERCISED**

Directly supervises Supervising Oil and Gas Engineers, Senior Oil and Gas Engineer (Supervisory), Senior Oil and Gas Engineer (Specialist), and Staff Services Manager I. In the absence of, or occurrence of position vacancy of direct reports, the District Deputy assumes the supervision of the area(s) until a replacement(s) is appointed or position is filled.

D. **ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS**

The incumbent performs the full range of supervisory and management duties, including, but not limited to: interpretation and adherence 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 staff by providing 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.

E. **PERSONAL CONTACTS**

The incumbent routinely meets with high-level government and industry personnel, oil and gas operators, Local Government entities, non-governmental organizations, environmental groups, and other stakeholders. Occasionally may be required to meet with State Water Resources Control Board, and Regional Water Quality Control Board staff members, as well as U.S. 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.

F. **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 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 any 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.

G. **WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

• **ESSENTIAL**

- Constantly sit at a desk, in a chair, and in front of a computer screen.
- Constantly moving/walking about the office and standing or sitting during in meetings.
- Constantly use a multi-line telephone console or a cordless telephone with headset.
- Constantly bend (neck and waist), squat, kneel, and twist (neck and waist).
- Constantly perform repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.
- Occasionally reaching (above and below shoulder level).

- Occasionally travel via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight travel inside California may be required.
- Occasionally lifting and carrying up to 20 pounds.

- **MARGINAL**

- Occasionally working around equipment and machinery.
- Occasionally walking on uneven ground.
- Occasionally exposed to excessive noise.
- Occasionally exposed to dust, gas, fumes or chemicals.
- Occasionally use special visual or auditory protective equipment.
- Occasionally travel on and off road, day and night, and sometimes in inclement weather, to both onshore and offshore work locations.
- Occasionally 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.
- Occasionally perform 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.
- Occasionally standing for prolonged periods of time may be necessary to witness certain tests.
- Occasionally climb various sizes of ladders, over rocks, and pipes.

H. **OTHER INFORMATION**

In addition to specific tasks listed above, this position will advise the Supervisor, Department, Agency and Administration leadership as needed and perform other duties as assigned by the Supervisor. The incumbent must possess the following skills/abilities in order to perform the essential functions of the position:

- Excellent written and oral communication skills.
- Experience working on California state government programs that have high public visibility.
- Extensive experience in developing and implementing programs, including using methodologies and processes to manage initiatives in a diverse and changing program.
- Ability to exercise good judgment and make timely and effective decisions.
- Ability to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks.
- Ability to multi-task and manage several initiatives concurrently.
- Constantly re-prioritize work based on severity of issues and impact of solutions.
- Ability to maintain a high level of confidentiality in performing these tasks.
- Knowledge of project management concepts, principles, practices, and processes.
- Ability to adapt to quickly changing priorities and work within short time frames.
- Experience managing resources, including staff and contractors.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain

the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; establish and maintain project priorities; develop and effectively utilize all available resources.

I. **TELEWORK**

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

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).		
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Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.		
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Supervisor Signature	Supervisor Printed Name	Date