

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

☒ CURRENT ☐ PROPOSED

POSITION INFORMATION	
NAME	MCR 1
CLASSIFICATION Senior Oil and Gas Engineer (Supervisor)	POSITION NUMBER 538-201-3780-041
WORKING TITLE WellSTAR Supervisor	DIVISION/UNIT California Geologic Energy Management Division (CalGEM) / Information Management Programs (IMPRO) / WellSTAR Unit
EFFECTIVE DATE	LOCATION Sacramento
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 Supervising Oil and Gas Engineer for the IMPRO Programs, the incumbent serves as the Senior Oil and Gas Engineer (Supervisor) for the Well Statewide Tracking and Reporting (WellSTAR) Unit within the California Geologic Energy Management Division (CalGEM) headquarters. The incumbent is responsible for establishing and executing the unit's work plans, goals, performance metrics, resource management strategies, and overall objectives. The incumbent will supervise technical staff responsible for reviewing, evaluating, monitoring, and implementing design changes that impact division operations. This includes ensuring WellSTAR and related systems are used in a consistent, transparent, reliable, and high-integrity manner that supports CalGEM's oversight responsibilities. The incumbent will oversee division-wide design, implementation, maintenance, training, support services, and governance for WellSTAR and other supporting systems, ensuring alignment with applicable statutes and regulations. The role requires a high degree of expertise in hydrocarbon technology; complex engineering analysis; extensive

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communication; data management; program and data governance; and preparation and delivery of technical presentations. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
30%	WellSTAR Personnel Management The incumbent provides supervisory leadership oversight for engineering and technical staff assigned to the WellSTAR Unit. Responsibilities include planning, organizing, assigning, and prioritizing workloads to ensure timely, high-quality deliverables that support program objectives, division priorities, and operational requirements. The incumbent provides supervisory and technical review of staff work, establishes performance expectations, and ensures consistent application of engineering principles, regulatory requirements, data governance standards, and established procedures. The incumbent recruits, selects, trains, develops, mentors, and evaluates staff and provides ongoing coaching and technical guidance. The incumbent conducts timely performance appraisals, addresses performance and conduct issues through appropriate counseling and corrective or disciplinary action, and ensures personnel practices comply with applicable state and federal laws, rules, regulations, bargaining-unit agreements, and CalGEM policies. The incumbent manages daily Unit operations, allocates resources to changing priorities, and identifies opportunities to improve staff performance, productivity, and organizational effectiveness. The incumbent also develops and implements long-range workforce strategies, including succession planning, knowledge transfer, staff development, and continuity of critical technical expertise.
20%	WellSTAR System Oversight and Governance Provide supervisory direction for WellSTAR improvements, including defect resolution, system enhancements, workflow updates, and program modifications. Oversee technical review and implementation of design changes; coordinate with ETSD and contractors on specialized system projects. Manage governance processes to ensure change requests comply with established procedures and regularly brief the IMPRO Manager on status, risks, and progress. Lead stakeholder engagement to ensure system functionality and workflow changes align with CalGEM statutes, regulations, policies, and operational needs. Support annual assessments to confirm WellSTAR's effectiveness and alignment with DMRA and other program requirements.
15%	Operational Process Integration and Technical Evaluation Supervise the evaluation and improvement of business processes supporting statewide oil and gas and geothermal operations, including enforcement, permitting, idle well management, environmental compliance, UIC, UGS, facilities, and decommissioning. Ensure these processes are accurately represented within WellSTAR and that workflows, schedules, permitting pathways, documentation, and user resources are current and effective. Direct system and process improvements that support operational efficiency, data integrity, and regulatory compliance. Collaborate with division programs and district offices to identify system deficiencies and improvement needs. Guide staff in complex technical and engineering evaluations of WellSTAR-supported workflows to ensure system functionality and data accurately reflect statewide regulatory requirements.

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10%	Program Review and Governance The incumbent leads the WellSTAR program management, governance, and system oversight in coordination with the IMPRO Manager. The incumbent establishes and refines project goals and objectives, directs staff to improve performance and productivity, and ensures WellSTAR practices align with approved governance, CalGEM policies, statutory and regulatory requirements, and statewide reporting obligations. The incumbent oversees the development and maintenance of WellSTAR business rules, data quality standards, workflows, SOPs, system documentation, and change-management procedures to ensure consistent and accurate data across programs. The incumbent evaluates and approves system design proposals, engineering evaluations, and operational modifications, coordinating with ETSD, DMRA teams, district offices, and program managers to ensure technical feasibility, authorized scope, system reliability, and alignment with program needs. The incumbent directs WellSTAR training and technical support to ensure staff receive appropriate instruction and assistance with system functionality. The incumbent also prepares administrative orders and directs data collection and analysis supporting technical oversight of oil and gas exploration, development, permitting, and field surveillance activities to protect life, health, the environment, and natural resources in accordance with Division mandates.
10%	WellSTAR Organizational Change Management Plan the activities of various CalGEM staff participating in process development and training functions related to the WellSTAR project. Review and follow organizational guidelines and methodologies to engage staff in utilizing the WellSTAR system, including initiating workshops, road shows, and other change-management practices. Provide guidance to division staff on processes for entering information into WellSTAR, including technical data. Instruction and training may require travel to CalGEM District offices. Supervise the preparation of communication memos for staff regarding training plans and newsletters and collaborate with CalGEM's training specialist on preparing and conducting mandatory technical WellSTAR training.
5%	Research Research emerging oil and gas technologies. Prepare complex technical reports of findings and make recommendations to management on process updates for WellSTAR. Research and review existing statutes, regulations, and guidelines to ensure all WellSTAR process improvements are in compliance.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Division Representative Represent the Division at governmental workgroups, public outreach forums, and meetings with industry and the general public. Coordinate with other regulatory bodies, agencies, or public interest groups to ensure compliance with oil and gas operations, laws, statutes, and regulations. Perform other classification-related duties as assigned.
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 Tempo timekeeping system; and submits timesheets by the due date. Oversee and

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	approve submitted time sheets, individual development plans, training plans, and other personnel issues.
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SUPERVISION RECEIVED:

Works under the direction of the Supervising Oil and Gas Engineer, IMPRO Manager in the Division's Headquarters Office.

SUPERVISION EXERCISED:

Directly supervises WellSTAR Associate Oil and Gas Engineers, Engineering Geologists, and other unit staff.

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

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 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.

PERSONAL CONTACTS:

The incumbent routinely meets with high-level government and industry personnel, oil and gas operators, and other stakeholders. The incumbent may occasionally be required to meet with State Water Resources Control Board and Regional Water Quality Control Board staff members. The incumbent may be required to make public presentations at local government meetings, such as city councils and county board of supervisors.

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, general 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.

CONDUCT AND ATTENDANCE EXPECTATIONS:

Senior Oil and Gas Engineer (Supervisor)

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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	• Standing or sitting at a desk, in a chair, and in front of a computer screen. • Moving/walking in the office and standing or sitting during 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. • Reaching (above and below shoulder level). • Lifting and carrying up to 20 pounds. • Work in a high-rise building
Occasionally	• Working around equipment and machinery. • Walking on uneven ground. • Exposure to excessive noise. • Exposure to dust, gas, fumes or chemicals. • Using special visual or auditory protective equipment. • Standing for prolonged periods of time may be necessary to witness certain tests. • Traveling via private or public transportation (i.e., driving automobile, passenger in an 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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