

☐ CURRENT ☒ PROPOSED

POSITION INFORMATION	
NAME	MCR 1
CLASSIFICATION Associate Oil and Gas Engineer	POSITION NUMBER 538-201-3783-030
WORKING TITLE WellSTAR Business Analyst Associate Engineer	DIVISION/UNIT CalGEM/Information Management Programs/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 direction of the Senior Oil and Gas Engineer (Supervisor) for the WellSTAR Unit, this position will function as the Associate Oil and Gas Engineer for the Well Statewide Tracking and Reporting (WellSTAR) project for the California Geologic Energy Management Division (CalGEM). The position will be responsible for the technical review and assessment of the impact of design changes in WellSTAR. The incumbent will perform assignments requiring a high degree of knowledge and skill in hydrocarbon technology, complex engineering work, extensive communication, data management, and presentation. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS	
PERCENT	DESCRIPTION
40%	WellSTAR Data Management Function as the lead engineer in the technical review and assessment of the impact of WellSTAR design changes. Evaluate the impact of changes to CalGEM’s WellSTAR design and processes. Facilitate meetings with oil and gas subject matter experts and end users within CalGEM to ensure proposed design and process changes are in compliance with CalGEM

POSITION DUTY STATEMENT

	policies and current oil and gas regulations and statutes. Interpret and analyze complex scientific and engineering data. Responsible for evaluating current and proposed business processes related to oil and gas operations. Integrate processes from CalGEM programs into WellSTAR. Implement process improvements and ensures processes meet regulations for Maintenance and operations phase, Underground Injection Control (UIC), Well Stimulation Treatment (WST), gas storage, idle wells, enforcement, environmental compliance, facilities, and permitting programs. Develop and monitor processes including, but not limited to, schedules, permitting, project approval reviews. Ensure schedules, approvals, and resources meet established deadlines. Identify areas in Division programs needing further analysis and technical evaluation. Prepare reports of findings and provides recommendations for process improvement to Division management. Maintain oversight with vendors including vendor deliverables such as data standards and agreement standards. Conduct complex analysis and technical evaluations of CalGEM's statewide oil and gas programs, including evaluations of UIC, injection operations, well types and permitting conditions required to meet State regulations. Identify gaps in injection wells and Class II wells. Quality-check incoming and outgoing data. Responsible for ensuring WST, Underground Gas Storage, Idle Wells, Enforcement, environmental compliance, facilities, and permitting are operating in compliance with CalGEM's state mandates. Ensure WellSTAR design updates and improvements are in compliance with state oil and gas mandates.
35%	Program Review Participate in the establishment of WellSTAR project goals and objectives. Assist CalGEM staff with tasks to improve performance and productivity. Establish controls for project plans, schedules and risk analysis. Monitor project plans to ensure timely completion of program and project work tasks. Prioritize and schedule work to be completed by the WellSTAR project team. Maintain and update project schedules to reflect current project information and statistics. Document updates to designs and Team Foundation Server. Collaborate with Enterprise Technology Services Division testing leads and developers to ensure WellSTAR database changes are achievable and within the approved scope of work. Ensure Division management and appropriate stakeholders approve updates.
10%	WellSTAR Instruction Plan and lead the activities of various CalGEM staff participating in process development and training functions related to the WellSTAR project. Review and follow organizational change guidelines and methodologies to engage staff in the utilization of the WellSTAR system. Instruct Division staff on processes for entering information into WellSTAR, including technical data. Instruction and trainings may require travel to CalGEM District offices.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Research Conduct research on emerging oil, gas, and geothermal technologies. Prepare complex technical reports of findings and make recommendations to management on process

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	updates for WellSTAR. Research and review existing statutes, regulations, and guidelines to ensure WellSTAR process improvements are in compliance.
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 Perform administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; Submit 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.

SUPERVISION RECEIVED:

Works under the direction of the Senior Oil and Gas Engineer (Supervisor) of the WellSTAR Unit in the Division's Headquarters Office. Additional direction may come from the Senior Oil and Gas Engineer (Supervisor) of the Data Management, Research, and Special Projects Unit.

SUPERVISION EXERCISED:

May act as lead in the coordination of WellSTAR and Data Management teams.

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

None.

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

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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:

Possession of a valid driver's license is required.

Telework/Hybrid 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). • Travel via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight travel inside California may be required. • 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. • Climbing various sizes of ladders, over rocks, and pipes.

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