

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

☐ CURRENT ☒ PROPOSED

POSITION INFORMATION	
NAME	MCR 1
CLASSIFICATION Analyst II	POSITION NUMBER 538-201-5393-XXX
WORKING TITLE Geothermal and Alternative Well Program's Analyst	DIVISION/UNIT: California Geologic Energy Management Division/Alternative Well Program
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT R01	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 Geothermal and Alternative Wells programs supervising oil and gas engineer, the Analyst II is responsible for providing complex technical analytical support and work product. These tasks include support and management of assessments, contract management, drafting technical reports, reviewing submissions from operators, data management and project management. The incumbent will act as project manager or lead for projects and will manage and complete complex tasks including work items such as; reviewing and interpreting data, drafting technical reports, SharePoint management, SOP development and maintenance, training and inspection coordination. The incumbent will regularly take lead in communication and coordination internally and externally. Duties include but are not limited to:

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION

POSITION DUTY STATEMENT

30%	Support the geothermal and alternative well programs including contract management, process creation, project management, and development of associated deliverables. Review data and compile reports. Support inspection activities including inspection scheduling and preparation and post inspection communications. Draft, update, and maintain CalGEM's standard operating procedures (SOPs) for compliance with applicable laws and regulations. Establish and regularly update a centralized calendar to track deadlines, key milestones, and evolving needs, while coordinating closely with various CalGEM, DOC, and PHMSA units to ensure alignment and transparency.
25%	Write reports and assist management with special projects requiring a high degree of analytical skills such as statistical analysis of CalGEM data, technical support functions, and project review. Use project management methodologies to establish project charters, work plans and track project plans for change implementation. Maintain and monitor spreadsheets, enter data into the system of record.
25%	Conduct research and data mining across various federal, departmental, and CalGEM databases to produce detailed reports and analyses. Utilize systems such as WellSTAR, Geosteam, GeoThermal application and other data repositories and research tools to perform thorough reviews and generate data-driven reports. Identify data discrepancies in data sets such as billable hours, inspections, violations, well counts and provide well-supported recommendations to resolve ongoing issues and improve processes. Support the development of databases, document repositories Etc. Perform data quality control and consolidation reviews.
10%	Support CalGEM's annual geothermal assessment. Coordination with budgets, accounting, and other CalGEM units, develop and implement the geothermal assessment process to ensure accuracy, transparency, and timely execution. Prepare assessment-related documentation, including certifications, reconciliation, well counts and more to ensure compliance with all regulatory and procedural requirements and maintain proper documentation of all activities.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5 %	Performs administrative duties including, but not limited to: adheres 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%	Other tasks as assigned such as attending department meetings, acting as a back up to other staff, or note taking.

SUPERVISION RECEIVED:

Works under the direction of the Supervising Oil and Gas Engineer, Program II.

SUPERVISION EXERCISED:

None.

PERSONAL CONTACTS:

POSITION DUTY STATEMENT

The incumbent will routinely communicate with Division and Department staff. They may also communicate with other California state, federal, and local agencies, the public, and geothermal or oil and gas operators. Contact may be made via written correspondence, telephone, emails or other forms of communication. Information may be of a sensitive nature requiring specialized handling.

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:

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
Constantly	• 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.
Occasionally	• Reaching (above and below shoulder level). • Travel via private or public transportation (i.e., driving automobile, airplane) including overnight travel in and out of California. • Lifting and carrying up to 20 pounds

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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