

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

☐ CURRENT ☒ PROPOSED

POSITION INFORMATION	
NAME Click or tap here to enter text.	MCR 1
CLASSIFICATION Analyst II	POSITION NUMBER 538-205-5393-009
WORKING TITLE Data Analyst	DIVISION/UNIT California Geologic Energy Management (CalGEM) 205/Administration
EFFECTIVE DATE	LOCATION Bakersfield/Central District
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 Supervisor I in the Data Services unit, the Analyst II will function as the Data Analyst within the CalGEM Central District office. The incumbent will perform a variety of administrative assignments of complex difficulty in support of the district's business operations, and will participate in research, analytical studies, reporting, data collection and analysis, and file management to improve the operating efficiency and effectiveness of the district. Additional responsibilities include program evaluation and planning, training, and other related work. The incumbent will be required to utilize a variety of full journey level analytical techniques to inform and advise management, resolve problems, interact with stakeholders, automate systems and processes, and prepare reports. Microsoft Office Suite, Teams, PowerBI, Access, Well Statewide Tracking and Reporting (WellSTAR) System, and SharePoint will be used extensively. Analyst II must demonstrate a high degree of independence, initiative, written and verbal communication, effective time management, and critical thinking. The Data Analyst will also utilize a variety of analytical techniques to resolve complex problems, develop and evaluate alternatives, present ideas and information effectively, and earn the confidence and cooperation of stakeholders. Duties include, but are not limited to:

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ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
40%	Performs complex data collection, interpretation, and analysis to deliver descriptive, predictive, and prescriptive analytics enabling data-driven conclusions for use by District and Division management. Assists management in the organization and maintenance of analog and electronic records, other various data sources, and databases such as well files, project files, WellSTAR, and other field inspection records, and Division-regulated activities. Leads presentations and make recommendations to management for increasing productivity in the Data Unit. Contributes to the unit's SharePoint and ensures PowerBI connections update as intended. Create and manage automation tools used by the district in a variety of tasks.
30%	Independently conducts workflow analysis of District scanning efforts of files and other data repositories. Works closely with management to lead the activities in the scanning program. Assists in prioritizing and determining the scope of scanning projects and works closely with the subject matter expert, the scanning team, HQ, and management. Oversee the development and management of data processing policies and procedures. Serves as technical lead over the Data Unit and as a member of Department's WellSTAR project team to provide District representation and local data subject matter expertise. Data oversight includes, but not limited to: incoming data documents, archived and active well logs, UIC projects, Public Records Act requests, internal/managerial requests, 121 Binders, API Binders, CEQA Envelopes, Hamilton files/maps operator files, bonds and transfers, spill contingency plans. Serves as the Records Management Assistant Coordinator and acts as a liaison to the Records Management Coordinator ensuring the records and volumes listed on the Records Retention Schedules are correct. Serves as the District's Public Request Act (PRA) Coordinator and responds to public inquiries by written correspondence or by telephone, or when necessary, will redirect requests to the Legal Department and Division Headquarters. Provides non-confidential data to the public when requested.
20%	Prepares comprehensive written reports on inspection activities, regulated operations, spills and other incidents, workload trends, policy proposals, and analytical research. Reports clearly identify issues, evaluate alternatives and potential impacts, present findings, and provide recommendations to inform management decisions regarding strategy, policy development, process improvements, and workload distribution. Independently develops reports and supports management on special projects, including analyses of inspections, notices, tests, spills, surveys, sensitive public inquiries, and Division-wide reports such as the Annual Report. Provides guidance and direction to student assistants and supports their daily tasks in the absence of the supervisor. Processes confidential well requests and maintains accurate tracking of all associated metrics.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Serves as back up to other administrative support analysts and performs other classification-related duties, as assigned. Attend staff meetings and provide briefings to management in their absence.
5%	Perform administrative duties including, but not limited to: adhering to Department policies, rules, and procedures; submit administrative requests including leave, overtime, travel, and

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training in a timely and appropriate manner; accurately report time in the Tempo timekeeping system and submit timesheet by the due date.

SUPERVISION RECEIVED:

The Analyst II reports directly to the Data Services Manager. Direction and assignments may also come from the Administrative Office Manager, District Office Administrator, or Area District Deputy.

SUPERVISION EXERCISED: NONE

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS: NONE

PERSONAL CONTACTS:

The Analyst II will routinely interact with District employees, oil and gas operators, Division staff, stakeholders, regulatory agencies, federal, state, and local agencies, which may include extensive public and professional contact. The incumbent will interact often with industry representatives. Personal contacts may be made via written correspondence, telephone, and email regarding laws, rules, regulations, and policies.

ACTIONS AND CONSEQUENCES:

If these functions are not adequately performed consequences may include, but are not limited to:

- Division will be unable to meet its federal mandates.
- Reports, official correspondence, and policy updates will not be disseminated in a timely manner.
- Negative impacts on the Division's relationship with our state and federal partners.

CONDUCT AND ATTENDANCE EXPECTATIONS:

When a hybrid telework and in-office schedule is allowed, your physical presence in the office will be required for a minimum of 3 days a week. In-person attendance at the Central District CalGEM Office may also be mandated, according to the teleworking policy, for essential business operations as directed by the District Deputy or Unit Supervisor.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
Constantly	• Sit at a desk, in a chair, and in front of a computer screen. • Move/walk about the office and stand or sit during meetings. • Use a multi-line telephone console or a cordless device with or without headset. • Bend (neck and waist), squat, kneel, and twist (neck and waist). • Perform repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.
Occasionally	• Travel via private or public transportation (i.e., automobile, airplane, etc.), including overnight travel inside California may be required. • Reaching (above and below shoulder level). • Lifting and carrying up to 20 pounds. • May be required to work overtime.

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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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