

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 538-201-3780-594
WORKING TITLE Underground Gas Storage Program Manager	DIVISION/UNIT California Geologic Energy Management Division Underground Gas Storage Program / 201
EFFECTIVE DATE	LOCATION Sacramento, Bakersfield, Long Beach, or Ventura
BARGAINING UNIT S09	CONFLICT OF INTEREST DESIGNATION 1

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 Supervising Oil and Gas Engineer, Programs II, the Senior Oil and Gas Engineer (Supervisor) will function as the Underground Gas Storage (UGS) Program Manager for the California Geologic Energy Management Division's Headquarters. The UGS Program Manager will oversee a staff of engineers and scientists and will be responsible for identifying, developing, and implementing business processes, technical solutions, and specialized requirements for CalGEM's UGS and Pipeline and Hazardous Material Safety Administration (PHMSA) Programs. The incumbent will provide guidance for the development of tools and assist CalGEM managers and district deputies in consistent statewide implementation of UGS and PHMSA regulations. Duties include, but are not limited to:

POSITION DUTY STATEMENT

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
35%	Underground Gas Storage Program Management Prepare, review, and implement the technical directives of the UGS Program. Develop and implement standard operating procedures to ensure the statewide UGS Program complies with all state statutes and regulations and aligns with appropriate conservation policies and practices. Consult with, provide guidance, and respond to management, staff, and other government agencies regarding UGS issues, problems, and solutions. Communicate with other state agencies and industry regarding UGS statutes, regulations, and processes. Assist in the development of preventative and corrective action required for compliance with regulations, statutes, and best industry practices. Develop and coordinate activities related to UGS projects and collaborate with district offices to ensure UGS regulations are being implemented consistently statewide. Prepare the annual UGS assessment as mandated in statutes and other reports or updates as requested by management. Ensure all publicly available information pertaining to UGS on CalGEM's public website is accurate and current. Explore and keep informed on current issues pertaining to UGS projects and testing requirements in California and other jurisdictions. Research and gather fundamental information to assist with updating CalGEM's UGS Program policies and procedures. Oversee and support future updates to current UGS regulations and new mandates developed by Division and Department staff.
30%	PHMSA UNGS Safety Grant Program Management Responsible for overseeing the staff and activities of the PHMSA Safety Grant Program. The incumbent will assist in the coordination of the state's partnership with federal PHMSA counterparts as a "60106 Agreement" partner. Oversee the development and implementation of standard operating procedures to ensure that the state's PHMSA program complies with the federal program. Lead coordination and submission efforts on grant proposals, progress reports, reimbursement requests, and preparations for program evaluations. Coordinate with the Department's accounting and budget offices in the management of financial and fiscal aspects of the grant. Manage all grant-originated duties related to inspection, reporting, and related compliance of operators in partnership with district leadership and staff.
25%	Personnel Management Plan, organize, direct, and provide leadership and appropriate supervision of staff. Ensure managerial review of the work performed by staff in the UGS unit. Identify appropriate longrange plans and staffing goals to address succession planning and knowledge transfer. Evaluate staff performance and prepare probationary reports and annual performance appraisals. Counsel staff and initiate disciplinary actions as necessary. Oversee the recruiting, hiring, and development of staff. Determine training needs of technical staff. Comply with all state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, and employee development and management.
5%	Division Representative Represent the Division before professional groups and at hearings and meetings with government agencies, professional and public groups, and may represent the State Oil and Gas Supervisor at governmental work groups or meetings.

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MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
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 Daily Log system; and submits timesheets by the due date. Oversee and approve submitted time sheets, individual development plans, training plans, and other personnel issues.

SUPERVISION RECEIVED:

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

SUPERVISION EXERCISED:

Directly supervise Associate Oil and Gas Engineers and Engineering Geologists.

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 Senior Oil and Gas Engineer (Supervisor) will routinely interact with CalGEM District employees, oil and gas operators, other Division staff, stakeholders, regulatory agencies, and federal, state, and local agencies, which may include extensive public and professional contact. The incumbent will interact often with oil and gas industry representatives personal contacts may be made via written correspondence, telephone, email regarding laws, rules, regulations, and policies.

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:

Possession of a valid driver's license is required.

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

Senior Oil and Gas Engineer (Supervisor)

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WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
Frequently	• Sitting or standing at a desk, in a chair, and in front of a computer screen. • Moving/walking about 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. • 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
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. • Traveling on and off road, day and night, and sometimes in inclement weather, to both onshore and offshore work locations. • Traveling to offshore facilities requires the ability to enter and exit alternate forms of transportation such as boats in all types of weather. • 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
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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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