

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

☒ CURRENT ☐ PROPOSED

POSITION INFORMATION	
NAME	MCR 1
CLASSIFICATION Associate Oil and Gas Engineer	POSITION NUMBER 538-201-3783-301
WORKING TITLE Enforcement Program Engineer	DIVISION/UNIT California Geologic Energy Management Division/ Enforcement Unit C
EFFECTIVE DATE	LOCATION Long Beach, CA
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 Senior Oil and Gas Engineer (Supervisor), the Associate Oil and Gas Engineer will function as an Enforcement Program Engineer in the California Geologic Energy Management (CalGEM) Division's Headquarters Office. The incumbent will develop, organize, direct, and implement the work plans, goals, and objectives for the Division's Enforcement Program. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
35%	Investigations and Prosecutions Investigate violations, spills, and incidents including field surveillance or inspection, to determine appropriate compliance actions and enforcement strategy. Work with district staff in organizing case evidence, review technical data, evaluate the strengths and weaknesses of

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	proposed enforcement actions, identify data gaps, conduct research to identify entities, identify financial information, analyze publicly available information, interview operators, and make recommendations. Provide training and support directly to district field inspectors on evidence documentation and enforcement case development. Consider and include factors relevant to the violation like the harm caused by the violation, the violation's persistence and pervasiveness, and the operator's culpability and prior violations. Utilize best professional judgement to determine penalties, develop cost estimates of compliance actions, and determine the violator's ability to pay appropriate penalties. Collaborate with field inspectors and district staff to enhance case work, improve efficiency, to ensure consistency, provide tracking, and inspect remedial work required of operators.
35%	Enforcement Supporting for Special Programs in the Field Collaborate with the Enforcement Program, Program Managers, and District Deputies to provide Enforcement Program Engineers that provide field enforcement expertise and remedial action inspection capability. Activities include developing and executing enforcement plans, strategies, bulk field enforcement actions, field testing enforcement protocols, evidence collection, remedial status tracking, documentation, and dissemination of information for multiple HQ based programs like Idle wells, Underground Injection Control, and others. Write technical memorandum, reports, plans, instructions that support field implementation of these activities and initiatives. Provide technical guidance and advise the Enforcement Chief and Enforcement Unit Supervisors on the legality, feasibility, impact, or potential of a variety of proposed enforcement options.
10%	Assist Legal Office Work closely with the Department's Legal Office to provide technical guidance in development of written formal enforcement actions and assist in preparation and reviewing of orders primarily for the district assigned. Prepare evidence and testimony to defend enforcement actions in administrative hearings and in court. Represent CalGEM before appeal hearings and at meetings with other government agencies regarding these enforcement actions.
10%	Enforcement Tracking Track enforcement activity, from start to finish, for assigned cases and activities to ensure the appropriate data collection, adherence to statutes, regulations, and policies. Monitor the cases for the assigned district and provide support. Employ and develop tracking tools, data visualization programs, and database software to support enforcement and timely follow-up from a field or district perspective. Ensure that cases or actions are prioritized and processed efficiently and effectively, tracked, and resolved for the district assigned. Coordinate and participate in meetings with internal and external stakeholders. Gather and analyze data supporting the development of field or district-based enforcement activities.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Division Representative Speak on behalf of the Division at governmental work groups, public outreach forums, and the meetings with industry and the public. Assist with coordinating with other regulatory bodies, agencies, or public interest groups to ensure compliance to laws and regulations concerning oil and gas operations.

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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.
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SUPERVISION RECEIVED:

Works under the general direction of the Senior Oil and Gas Engineer (Supervisor); however, direction and assignments may also come from the Enforcement Chief or Programs Chief Deputy.

SUPERVISION EXERCISED:

None. May act as a lead on various projects.

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

None.

PERSONAL CONTACTS:

The incumbent routinely meets with oil and gas operators, and other stakeholders. Occasionally may be required to meet with State Water Resources Control Board, and Regional Water Quality Control Board staff members, as well as U.S. Environmental Protection Agency staff members pertaining to aquifer exemption requests, and Underground Injection Control management. 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 duty or division of 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, 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 and/or incumbent.

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.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

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FREQUENCY	DESCRIPTION
CONSTANTLY	• Work in a high-rise building • Sitting 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 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. • Reach (above and below shoulder level). • Lifting and carrying up to 20 pounds.
OCCASIONALLY	• Traveling via private or public transportation (i.e., driving automobile, passenger in an airplane, etc.) including overnight travel inside California may be required. • Travel on and off road, day, and night, and sometimes in inclement weather, to both onshore and offshore work locations. • Travel to offshore facilities requires the ability to enter and exit alternate forms of transportation such as boats and helicopters in all types of weather, using methods such as swing rope and personal baskets. • Perform field inspections, the incumbent may be exposed to hazardous environments and may be required to wear or carry personal protective equipment such as flame-resistant clothing, work boots, hard hat, life vest, safety eyewear, safety ear wear and H2S monitor to warn of H2S gas hazards. • Stand for prolonged periods of time may be necessary to witness certain tests. • Climb various sizes of ladders, over rocks, and pipes. • Work around equipment and machinery. • Walk on uneven ground. • Exposure to excessive noise. • Exposure to dust, gas, fumes, or chemicals. • Using special visual or auditory protective equipment.

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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