

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-XXX
WORKING TITLE Cost Estimation Associate Oil and Gas Engineer	DIVISION/UNIT California Geologic Energy Management Division/ Cost Estimation
EFFECTIVE DATE	LOCATION Sacramento, Bakersfield, Long Beach, Ventura, Orcutt
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) of the Cost Estimation Program, the incumbent will function as an Associate Oil and Gas Engineer (AOGE) in the California Geologic Energy Management Division's (CalGEM) Headquarters. This position requires a high degree of knowledge and skill of petroleum engineering and geology, petroleum operations, production, and good oil field practice, database management; and communication, presentation, and disclosure. The incumbent will monitor and investigate operator adherence to Idle Well statutes and regulations, prepare technical and legal directives, and advise operators of preventative and corrective actions. CalGEM prioritizes protecting public health, safety, and the environment in its oversight of the oil, natural gas, and geothermal industries, while working to help California achieve its climate change and clean energy goals. To do that, CalGEM uses science and sound engineering practices to regulate the drilling, operation, and permanent closure of energy resource wells. Duties include, but are not limited to:

POSITION DUTY STATEMENT

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
35%	Engineering, Geology and Science Ensure operator compliance with all cost estimation statutes and regulations such as: requirements, due dates, compliance, Method 1 and Method 2 cost estimates for well abandonment, production facility decommissioning, and site remediation. Prepare and interpret complex science and engineering technical data, maps, and statistics; perceive impacts of findings and present ideas and information effectively; develop and evaluate alternatives and make recommendations. Prepare preventive or corrective actions required for operators to comply with protection or conservation laws and sound engineering practices. Maintain project priorities and meet deadlines.
30%	Cost Estimation Program Develop uniform policies and standard operating procedures of the Cost Estimation Program. May train, direct and review the work of staff in a lead capacity. Monitor and investigate the legality and advisability of proposed cost estimation reports and operations. Prepare material for administrative hearings and assist in the preparation of legal actions. Prepare and review technical articles for publication. Write memos, conduct cost estimation reports and studies for publication or regulatory use.
20%	Collaboration and Coordination Collaborate with programs and districts on cost estimation activities. Provide cost estimation training and support to programs and districts. Ensure cost estimation statutes, regulations, policies and standard operating procedures are applied consistently. Coordinate with Office of Legislative and Regulatory Affairs to update and revise cost estimation regulations.
10%	Division Representative May make presentations on division programs before various groups. Consult with and advise management, staff, and high-level government and industry personnel for cost estimation, problems, and needs. Represent the division before the Legislature and professional groups, at hearings, and at meetings with government agencies, private and public groups.

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 Tempo timekeeping system; and submit timesheets by the due date.

SUPERVISION RECEIVED:

The incumbent works under the direction of the Cost Estimation Program Senior Oil and Gas Engineer (Supervisor).

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SUPERVISION EXERCISED:

None. However, the Associate Oil and Gas Engineer may serve as a lead on various projects.

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

None

PERSONAL CONTACTS:

The incumbent will routinely communicate with Division District employees, Operators, other Division staff, stakeholders, regulatory agencies, and federal, State, and local agencies, which may include frequent public and professional contact. The incumbent will interact often with oil and gas industry representatives and develop on-going relationships. Personal contacts may be made via written correspondence, telephone, and email regarding laws, rules, regulations and policies. Information is of a sensitive nature, and all contact will be treated as such.

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 our 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.

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WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
Frequently	• Stand or sit at a desk, in a chair, and in front of a computer screen or at meetings. • Move/walk about the office. • Use a multi-line telephone console or a cordless telephone with headset. • Bend (neck and waist), squat, kneel, and twist (neck and waist). • Perform repetitive hand motion, simple grasping, fine manipulation, push and pull with right and left hands. • Reach (above and below shoulder level). • Lift and carrying up to 20 pounds.
Occasionally	• Witness field inspections, exposure to hazardous environments and wear personal protective equipment such as flame-resistant clothing, work boots, hard hat, life vest, safety eyewear, and H2S monitor. • Stand for prolonged periods of time may be necessary to witness certain tests.

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- Work around equipment and machinery.
- Walk on uneven ground.
- Climb various sizes of ladders, over rocks, and pipes.
- Exposure to excessive noise.
- Exposure to dust, gas, fumes or chemicals.
- Travel to District offices.
- Travel via private or public transportation (i.e., driving automobile, 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 in all types of weather.

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