

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 538-202-3780-598
WORKING TITLE Area Supervising Engineer	DIVISION/UNIT California Geologic Energy Management/Area B /202
EFFECTIVE DATE	LOCATION Long Beach
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 District Deputy, the Senior Oil and Gas Engineer (Supervisor) will function as an Area Supervising Engineer for the Southern District Office. The incumbent will directly supervise technical staff responsible for issuing permits for drilling, completing, plugging, abandoning injection facilities; pipeline integrity testing; and the Division's environmental protection programs within the district. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS	
PERCENT	DESCRIPTION
35%	Prepare, review, and approve technical directives for oil and gas well drilling, plugging and abandonment, lease maintenance, well production and injection operations. prepare administrative orders to ensure that oil and as well operators comply with state statutes and regulations and follow appropriate conservation policies and practices. Consult with,

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	provide advice, and respond to management, staff public, other government agencies, and industry regarding oil, gas, environmental, and idle-well issues, problems, and solutions. Prepare, update, and maintain databases and spreadsheets for Division reports, the Idle Well program, and oil and gas reserve estimates.
25%	Plans, organizes, directs, and provides managerial review of the work performed by staff in the District Areas. Provides regular and timely written performance appraisals to staff. Counsels staff and initiates disciplinary actions as necessary. Recruits, hires, trains, develops, and provides leadership to staff. Complies with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices including, but not limited to hiring, employee development and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer.
15%	Develop formal orders, requests for bids, and contracts to plug and abandon oil and gas wells that are nonresponsive or defunct operators have deserted.
10%	Represent the Division before professional groups and at hearings and meetings with government agencies, professional and public groups.
5%	Review, analyze, and provide comments regarding environmental impact assessments and construction project proposals that may affect oil and gas operations.

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 (if applicable), travel, and training in a timely and appropriate manner; and submits timesheets by the due date.
5%	Prepares and reviews technical articles for publication and performs other class-related duties as required, including field surveillance activities. Conducts educational public outreach efforts.

SUPERVISION RECEIVED:

Works under the general direction of the District Deputy and Supervising Oil and Gas Engineer in the district office; however, direction and assignments may also come from the Chief Deputy or Division Director.

SUPERVISION EXERCISED:

Directly supervises 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.

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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, Regional Water Quality Control Board, as well as US EPA 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 the supervision, duty, or decision by the incumbent. The nature of these consequences for inadequate job performance are described below, and include, but are not limited to:

- Division will be unable to meet its federal mandates.
- Possible hazards to life, health, property, and natural resources.
- 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.
- Delay or failure of key strategic district, CalGEM, and/or Department process improvement initiatives.
- 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 the additional monetary and/or other liability to the State and/or incumbent.

CONDUCT AND ATTENDANCE EXPECTATIONS:

This position may be eligible for hybrid telework based on the Department of Conservation's Telework Policy, district needs, and job performance. Telework may be canceled if business needs change. Staff must be reachable by phone, email, and instant message during telework hours and comply with DOC Telework Program Policy, State Information Security policies, and Telework and Remote Access Security Standards. Any damaged or lost equipment must be reported to the supervisor immediately.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
FREQUENTLY	• Sitting at a desk, in a chair, 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. • Reaching (above and below shoulder level).

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	• Travel via private or public transportation (i.e. driving automobile, airplane, etc.) including overnight travel inside California may be required.
OCCASIONALLY	• Working around equipment and machinery. • Walking on uneven ground • Exposure to excessive noise • Exposure to dust, gas, fumes, or chemicals. • Use of special visual or auditory protective equipment. • 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. • While performing 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. • Standing for prolonged periods of time may be necessary to witness certain tests. • Climbing various sizes of ladders, over rocks, and pipes. • lifting and carrying up to 20 pounds.

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 provided a copy of this duty statement to the employee named above.

Supervisor Printed Name	Supervisor Signature	Date