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

☒CURRENT ☐PROPOSED

POSITION INFORMATION	
NAME	**MCR** 1
CLASSIFICATION Office Technician (T)	**POSITION NUMBER** 538-205-1139-010
WORKING TITLE Records Management Technician	**DIVISION/UNIT** California Geologic Energy Management (CalGEM) 205/Administration
EFFECTIVE DATE	**LOCATION** Bakersfield/Central District
BARGAINING UNIT R04	**CONFLICT OF INTEREST DESIGNATION** N/A

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 supervision of the Staff Services Manager I, in the Data Unit, the Office Technician (Typing) (OT) will function as the Records Retention Coordinator for the CalGEM Central District office. The incumbent will be responsible for collecting records for California Public Records Act (CPRA) requests, data records requests, reviewing and processing detailed technical forms, and providing program information to stakeholders. The OT will be required to follow oral and written directions, evaluate situations accurately and take effective action, and apply specific laws, rules, regulations, procedures, and policies. Microsoft Office Suite, Microsoft Teams, Well Statewide Tracking and Reporting (WellSTAR) System, and SharePoint will be used extensively. Assigned tasks will be performed utilizing a personal computer, photocopier, scanner, printer, telephone, and other office equipment to provide clerical support. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
35%	Processes data records requests for internal and external stakeholders. Receives, uploads, and files Forward Looking Infrared camera and drone data with corresponding well and operator data. Reviews, scans, organizes, and files Notice of Violations and orders to comply with SB406. Assists unit analysts with data and records collection and organization, including PRA (Public Records Act) requests. Maintains working knowledge of the state's record retention schedule, revision, amendment process, and records inventory. Updates and maintains district records catalog and inventory. Scans, reviews, and maintains all oil and gas operator files for review by CalGEM HQ Enforcement Unit and district staff, as requested.
30%	Prepares well files, documents, and logs by ensuring records are in proper order and scans to a specified database for transfer to the cloud-based site. Reviews scanned documents for errors, missing documentation, image quality, and potential problems. Reviews cloud-based location for storage accuracy and reports potential issues. Retrieves and files active and inactive well records in the box file system. Prepares, reviews, catalogs, and files archival items for storage. Maintains working knowledge of scanning and digitization contracts.
25%	Supports local temporary help and CalGEM HQ's Data Management, Research and Special Projects unit (DMRSP) with implementing the division's Data Quality Improvement Plan processes. Peer reviews temporary help work in conjunction with DMRSP to ensure work meets departmental guidelines. Performs quality control by reviewing and correcting overwritten and corrupted data files. Retrieves and rescans files to local drive.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Receives, date stamps, and distributes incoming mail. Phone duties: Answers telephones on a rotational basis. Addresses inquiries from oil and gas operators and other government agencies. Directs calls and questions from the public to the appropriate division staff. Assists other clerical personnel and aids in training of new clerical staff. Provides backup coverage for other staff in their absence. Assists with vehicle maintenance transportation. Performs other classification-related duties.
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; accurately reports time in the Tempo timekeeping system; and submits timesheets by the due date.

SUPERVISION RECEIVED:

The OT is directly supervised by the Data Unit Manager, however, 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 OT 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. 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 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:

Telework may be available for this position in accordance with the Department of Conservation's Telework Policy and procedures. When a hybrid of telework and in-office schedule is allowed, your physical presence in the Central District CalGEM office will be required.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
Constantly	• Sit at a desk, in a chair, and in front of a computer screen. • Moving/walking about the office and standing or sitting 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.

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**