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

☒CURRENT ☐PROPOSED

POSITION INFORMATION	
NAME	**MCR** 1
CLASSIFICATION Engineering Geologist	**POSITION NUMBER** 538-202-3756-XXX
WORKING TITLE Field and Regulatory Specialist	**DIVISION/UNIT** California Geologic Energy Management/202
EFFECTIVE DATE	**LOCATION** Long Beach
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), the Engineering Geologist will function as a Field and Regulatory Specialist within the Division's Southern District office. The incumbent will perform activities associated with the development of natural resources both independently as well as in a team environment. As a Field and Regulatory Specialist, the incumbent will conduct complex field inspections and perform difficult geologic and engineering work. The Assembly Bill 211 and associated Public Resources Code (PRC) section 3113 updates mandate, where possible, both "shall" and "may" witnessing operations take place in-person with emphasis to witnessing all operations related to "critical" wells, and those listed as "shall witness" as a priority. The incumbent will perform geologic and engineering work such as well mechanical condition evaluation, lithologic and structural analysis, formation fluid analysis review, well stimulation indexes and chemical registry searches, and will use computers extensively to perform calculations and create reports and graphics using modeling software. This position requires a high degree of knowledge and skill in reviewing and analyzing geologic and engineering reports as well as excellent data management and communication. The incumbent will conduct inspection of offshore facilities requiring 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. The position will be required to be certified for swing rope within

the first six months of appointment and will be required to maintain that certification throughout the duration of employment in this position. Engineering Geologists are expected to conduct witnessing activities as early as 6:00 AM and as late as 7:00 PM and may periodically be required to work during weekends and after-mentioned hours as overtime hours if needed. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
35%	**Inspection:** Inspect and/or test the installation and document the operational testing of blowout-prevention equipment to ensure compliance with State and Division mandates such as the Division's publication MO7 "Blowout Prevention in California" guidelines, and to ensure operator compliance with Division-issued permits. Witness and evaluate plugging and abandonment operations which may include mudding and cementing operations. Witness and/or review performance-based operations such as radioactive tracer surveys, static temperature surveys, idle well tests, casing pressure tests, and leak-off and step rate tests. Conduct environmental lease inspections, including inspecting facilities and wells for compliance with Division laws and good engineering practices. Obtain GPS coordinates for wells and facilities using a division-issued GIS data collector. Witness and/or analyze logs, cement evaluation plans, well-stimulation treatment operations and reports, and diagnostic tests and reports. The incumbent will be required to inspect offshore facilities necessitating the ability to enter and exit alternate forms of transportation (i.e. boats and helicopters) in all types of weather, using methods such as swing rope and personal baskets. Traveling to remote locations (including El Centro/Salton Sea area) to cover geothermal field inspections in the district is required and may require an overnight stay.
25%	**Enforcement:** Assist in researching and compiling documentation for enforcement action for violations of statutes and regulations to ensure operator compliance. Provide testimony and present evidence in enforcement hearings. Assist in reviewing and answering notices for new drilling, well stimulation operations, reworking, and plugging and abandonment operations submitted by stakeholders. Upload, maintain, update and/or scan information to computer databases to, among other tasks: record and track well and facility tests, plot well locations, process well status changes and property transfers, document spills; and update well reserve estimations. Evaluate well logs for the location of protected groundwater, hydrocarbon, geothermal, and other subsurface parameters. Check records, well summaries, and histories to ensure accuracy and compliance with all applicable statutes and regulations. Review and respond to spills, incidents, construction site projects, and environmental impact reports. Inspect wells in construction sites for accessibility, leakage, and other parameters, providing complete documentation, such as photographs, site assessment, and combustible gas readings. Respond to public inquiries and complaints. Collaborate to submit findings to the Senior Oil and Gas Engineer, Supervising Oil and Gas Engineer, and/or District Deputy so determinations can be made relative to the impact property development may have on any well to safeguard the public and the environment. Compose correspondence to summarize findings and any required or suggested additional site work to City, County, State agencies or other interested parties.
20%	**Reports:** Compile reports on all testing and inspecting of operations to provide historical and legal documentation. Write Notice of Violation and enforcement-related letters to operators and

	prepare necessary documentation and evidence for enforcement actions. Provide information to operators, the public, and other stakeholders regarding State statutes, regulations, policies, and procedures. Compile statistics of district operations. Compile and input photographs, data, and information regarding district activity. Document well stimulation activity and operator notification. Review submitted well tests, including annular well pressures and information related to well stimulation. Respond to, assess, quantify, and document through reports and photographs any well fluid or well stimulation fluid releases. Provide onsite support for Division orphan well operations. Compile reports on testing operations to provide historical and legal documentation.
10%	**Projects:** Participate in Underground Injection Control project review meetings. Compile injection statistics for submittal to the Environmental Protection Agency. Conduct reviews for new and existing injection projects and expansion of existing injection projects. Analyze geologic and engineering data and reports, witness and evaluate tests and surveys, as well as geologic and engineering work plans; locate, identify, classify, analyze, and submit recommendations, including but not limited to; the nature, extent, and occurrence of groundwater, faults, rock formations, anomalous high-pressure zones, and related subsurface characteristics. Prepare natural resource reserve estimations, as well as calculate fracture propagation and acid volume thresholds; prepare and/or review engineering and geologic materials such as profiles, cross sections, structure maps, charts, and graphs. Prepare and review engineering and geologic reports and graphics pertinent to the design, construction, maintenance, and use of engineered structures, such as wells, and pertinent to the protection of groundwater. Monitor injection well operations and production facilities; conduct or witness investigations, inspections, studies; interpret geological and engineering maps and data; and prepare and review reports and environmental documents. Interact with stakeholders including regulatory agencies, attend meetings, and participate in classes and certification exams as requested by management. Assist in or lead production audit meetings and analysis of submitted data, and when requested, report compiled data and findings to local management and headquarters on results of well and water production audits. May witness collection of samples of fluids and other materials associated with well stimulation operations. Utilize geologic and engineering data to identify the location of protected water. Oversee testing of alarms, shut in systems, and monitoring devices in facilities and on wells in critical settings (i.e., offshore & onshore urban production and drill sites, and critical wells), and oversee testing and inspection of well stimulation and other surface equipment.

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, travel, and training in a timely and appropriate manner, accurately reports time in the Daily Log system, and submits timesheets by the due date.
5%	**Miscellaneous:** May serve on committees, participate in user groups, assist in public outreach activities; assist with training of new personnel, oversee special programs such as the idle well,

	pipeline, tank programs, and take required classes and training. Attend staff or Division-wide meetings. May be required to present information that is timely (e.g., new procedures, safety issues, etc.) at staff meetings. Perform other classification related duties.

SUPERVISION RECEIVED:
The Engineering Geologist reports directly to and receives most assignments from the Senior Oil and Gas Engineer (Supervisor); however, direction and assignments may also come from the Associate Oil and Gas Engineer, Supervising Oil and Gas Engineer, and Southern District Deputy.

SUPERVISION EXERCISED:
None.

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:
None.

PERSONAL CONTACTS:
The Engineering Geologist has frequent public and professional contact with Division staff; operators; contractors and consultants working for the operators; federal, State, and local agencies; and members of the public. In the field, the Engineering Geologist is often the only State representative onsite and should be comfortable dealing with varied personalities and environments. Personal contacts regarding laws, rules, regulations, and policies may be made in person or via written correspondence, telephone, or email.

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 decision by the incumbent. The nature of these consequences includes, but are not limited to:

- Any error or omission can have repercussions that extend beyond the work performed to affect other personnel, agencies, the public and the environment.
- Division will be unable to meet its federal mandates, including compliance with the Safe Drinking Water Act.
- Possible hazards to life, health, property, and natural resources.
- Increased financial liability to the state due to responsible parties not being held accountable.
- Deadlines laid out by the legislature and our federal partners may not be met.
- Negative impacts on the Division's relationship with our state and federal partners.

CONDUCT AND ATTENDANCE EXPECTATIONS:

- Ability to maintain consistent and regular attendance.
- Communicate effectively with individuals in a tactful and professional manner.
- Adhere to Department of Conservation policies and procedures.
- This position is eligible for telework in accordance with the Department of Conservation's Telework Policy and Procedures.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
Frequently	• 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 a multi-line telephone console or a cordless telephone with a 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. • Using personal communication equipment and portable computers. • Standing for prolonged periods of time may be necessary to witness certain tests. • Climbing various sizes of ladders, over rocks, and pipes. • Working around equipment and machinery • Walking on uneven ground. • Exposure to excessive noise. • Exposure to dust, gas, fumes, or chemicals. • Lifting and carrying up to 20 pounds. • Using special visual or auditory protective equipment. • 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 earwear and H2S monitor to warn of H2S gas hazards. • Periodic call-back, field inspection rotation, night and weekend witnessing duties, and overtime. • Traveling to, or through, remote or highly urbanized locations, including economically impacted areas. • Traveling on and off road, day, and night, and sometimes in inclement weather, to both onshore and offshore work locations. • Traveling to El Centro/Salton Sea area to cover geothermal field inspections and other areas in the district, if necessary. • Traveling via private or public transportation (i.e., driving an automobile, airplane, etc.) including overnight travel inside California may be required. Traveling 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.
Occasionally	• Reaching (above and below shoulder level).

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**