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

☒CURRENT ☒PROPOSED

POSITION INFORMATION	
NAME	**MCR** 1
CLASSIFICATION Analyst II	**POSITION NUMBER** 538-208-5393-XXX
WORKING TITLE Administrative Services Analyst	**DIVISION/UNIT** California Geologic Energy Management Division/ Northern District 208
EFFECTIVE DATE	**LOCATION** Sacramento
BARGAINING UNIT R01	**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 Supervisor I, the Analyst II will function as the Administrative Services Analyst for the California Geologic Energy Management Division's (CalGEM) Northern District. The incumbent will perform a variety of complex analytical functions and administrative duties in support of the Northern District's business operations. The Administrative Service Analyst will provide analytical and administrative support to management and work closely with the Department's Human Resources Office (HRO), Legal Office, Business Services Office (BSO), Training, and CalGEM Headquarters. The position will work on a variety of complex analytical assignments, which may include regulatory compliance, mandated employee training, and employee development. The incumbent will work with all levels of staff and must demonstrate a high degree of independence, initiative, written and verbal communication skills, effective time management, and critical thinking. Microsoft Office Suite, Teams, Power BI, and SharePoint will be used extensively. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
30%	Independently assist management in developing policies and procedures to meet long-term goals, improve operational efficiency, and ensure compliance with CalGEM mandates and regulations. Conduct complex research and statistical analysis to identify workload trends, assess current practices, and recommend process improvements. Contribute to the framework for the performance review process and develop metrics to evaluate workload distribution, employee performance, operator compliance, and risk assessment. Gather, analyze, and interpret technical data, comparing internal directives, statutes, and policies to develop measurable outcomes. Independently identify areas for improvement, propose solutions, and enhance communication between the district and its customers. Support management in developing statewide compliance and enforcement procedures for CalGEM statutes, tracking non-compliant operators, and ensuring timely re-inspections. Review and analyze compliance-related tasks in the Well State Tracking and Reporting System (WellSTAR) database, track aquifer exemption progress, Underground Injection Control (UIC) Project status, and prepare comprehensive reports to management for interagency and external stakeholder meetings, as well as to support legal actions.
30%	Serve as the District Personnel Liaison working closely with the department's HRO to lead personnel functions for the Northern District. Coordinate with district management on the initiation of the recruitment process. Independently prepare and review duty statements, position justifications, and other recruitment-related documents using various Microsoft Office applications for submission to HRO. Evaluate and update interview questions and screening criteria to ensure compliance with personnel laws, regulations, and departmental policies. Independently prepare and maintain monthly district staff organization charts and oversee local position control. Coordinate onboarding and offboarding of employees. Collect data and documents to include, but not limited to: recruitment packages, hiring statistics, and other related information requested by the district, headquarters, and HRO. Provide technical personnel advice and data, attend meetings, and recommend solutions to ensure compliance with personnel laws, and department policies and procedures. Develop recruitment training materials and train district staff on HRO policies. Serve as Facilities Liaison, coordinating with management and BSO with space planning, modular furniture selection, acquisition, and site visits to evaluate potential office locations. Represent the district in meetings and travel to other CalGEM offices or facilities as needed for recruitment-related activities, including offsite events and public hearings. Serve as the district's Public Records Act (PRA) Coordinator, independently responding to public inquiries via correspondence, telephone, or redirecting requests to the Legal Department and CalGEM Headquarters. Provide non-confidential data to the public when requested.
20%	Create and maintain an electronic data management system to organize information from assessments and audits. Independently develop and oversee the implementation of guidance documents and instruction manuals of CalGEM program components to post on CalGEM's website to provide consistency of program components. Upload, track, maintain, and scan information into databases and dashboards to record and monitor requirements and compliance. Analyze and identify gaps in program data and recommend solutions. Independently prioritize and determine the scope of scanning projects and work closely with the scanning team and management. Develop and present progress reports to management on specific projects, including but not limited to: management of incoming data documents, archived and active well logs, UIC projects, PRA requests, internal/managerial requests,

	American Petroleum Institute (API) assignments, and California Environmental Quality Act (CEQA) documents, bonds and transfers, and district spill contingency plans. Make recommendations to management for increasing productivity in data and scanning areas. Assist management in the organization and maintenance of analog and electronic records, and other data which may include documents such as well files, project files, and other district and division databases and spreadsheets. Monitor and maintain WellSTAR and other data and field inspection and CalGEM-regulated activities. Perform complex data collection, interpretation, and data metrics using Power BI and Microsoft Office Suite to support management decision-making and district reporting requirements. Lead records retention efforts including updating the office Records Retention Schedule and following procedures for sending records to the state archives.
10%	Serve as the District Office Training Coordinator, independently managing and tracking training information in the Learning Management System (LMS) to ensure accurate and timely updates by the training department and ETSD. Coordinate and oversee logistics for CalGEM-specific trainings, including scheduling, securing facilities, preparing materials, and assisting with setup and teardown. Travel occasionally to assist with offsite training events, including scouting and preparing locations for use, and transporting supplies and equipment. Research, establish, and monitor training contracts when needed, particularly for larger trainings. Collaborate with the CalGEM Training Coordinator and Department Training Officer to assess training needs, ensure compliance with required certifications, and generate training reports as requested. Provide logistical support for local trips to recycle items, post office deliveries, or coordination of vehicle fleet needs.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Make recommendations and advise management regarding report development and service and process improvements of administrative functions across the district. Serve as back-up to the other district analysts and admin staff and perform other classification-related duties, as assigned.
5%	Perform administrative duties including, but not limited to adhering to department policies, rules, and procedures; submit administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately report time in the Tempo timekeeping system; and submit timesheet by the due date.

SUPERVISION RECEIVED:

The Analyst II reports directly to, and receives the majority of assignments from, the Supervisor I; however, direction and assignments may also come from Senior Oil and Gas Engineers, the Supervising Oil and Gas Engineer, or the District Deputy.

SUPERVISION EXERCISED:

NONE

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

NONE

PERSONAL CONTACTS:

The Analyst II will routinely interact with district employees, operators, other CalGEM staff, stakeholders, regulatory agencies, and federal, state, and local agencies. Responsible duties may include public and professional contact. Personal contacts may be made via written correspondence, telephone, and/or 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:

- CalGEM 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 CalGEM's relationship with our state and federal partners.

CONDUCT AND ATTENDANCE EXPECTATIONS:

This position provides hybrid telework opportunities with employees required to work in-person at 715 P Street, Sacramento, CA at least 4 days a week. Alternative work locations will not be considered. Staff must adhere to state information security policies, remain available via phone, email, and instant message during telework hours, and promptly report any damaged or lost equipment to their supervisor.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
FREQUENTLY	• Work in a High-rise building • 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, a telephone/ cell with a headset. • Bend at neck and waist, squat, kneel, and twist at neck and waist. • Perform repetitive hand motion, simple grasping, fine manipulation, pushing, and pulling with right and left hands.
OCCASIONALLY	• Reaching (above and below shoulder level). • Traveling via private or public transportation (i.e., driving an automobile, airplane, etc.) including overnight travel inside California may be required. • 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 have provided a copy of this duty statement to, the employee named above.		
Supervisor Printed Name	**Supervisor Signature**	**Date**

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☒CURRENT ☒PROPOSED

POSITION INFORMATION	
NAME	**MCR** 1
CLASSIFICATION Analyst I	**POSITION NUMBER** 538-208-5157-001
WORKING TITLE Administrative Services Analyst	**DIVISION/UNIT** California Geologic Energy Management Division/ Northern District 208
EFFECTIVE DATE	**LOCATION** Sacramento
BARGAINING UNIT R01	**CONFLICT OF INTEREST DESIGNATION** 4

REQUIREMENTS OF POSITION			
☐ MEDICAL EVALUATION	☒ CONFLICT OF INTEREST	☒ TRAVEL REQUIRED	☐ BILINGUAL FLUENCY
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GENERAL STATEMENT:

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ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
30%	Assist management in reviewing and evaluating district policies and procedures to meet long-term goals, improve efficiency, and ensure compliance with CalGEM mandates and regulations. Conduct routine research and basic statistical analysis to identify workload trends, assess current practices, and improve process timelines. Assist in the performance review process by gathering information and compiling data used to evaluate workload distribution, employee performance, operator compliance, and risk assessment. Conduct routine research and analysis of technical data, comparing internal directives, statutes, and policies to develop measurable outcomes. Assist in identifying operational concerns and developing recommendations between the district and its customers. Support management in administration of statewide compliance and enforcement procedures for CalGEM statutes by tracking non-compliant operators, monitoring re-inspections, and maintaining program records. Review compliance-related tasks in the Well State Tracking and Reporting System (WellSTAR) database, track aquifer exemption progress, Underground Injection Control (UIC) Project status, and prepare reports for management for interagency and external stakeholder meetings, as well as to support legal actions.
30%	Serve as the District Personnel Liaison working closely with the department's HRO to lead personnel functions for the Northern District. Coordinate with district management on the initiation of the recruitment process and prepare and review duty statements, position justifications, and other recruitment-related documents using various Microsoft Office applications for submission to HRO. Update and review existing interview questions and screening criteria, as needed. Maintain monthly district staff organization charts and assist with local position control. Coordinate onboarding and offboarding of employees. Collect data and documents to include, but not limited to: recruitment packages, hiring statistics, and other related information requested by the district, headquarters, and HRO. Under direct supervision, provide technical personnel advice and data, attend meetings, and assist management in ensuring compliance with personnel laws and department policies and procedures, referring complex matters to supervisory staff or HRO. Assist in the development of recruitment training materials and support training efforts regarding HRO policies. Serve as Facilities Liaison, assisting management and BSO with space planning, modular furniture selection, acquisition, and site visits to evaluate potential office locations. Represent the district in meetings and travel to other CalGEM offices or facilities as needed for recruitment-related activities, including offsite events and public hearings. Serve as the district's Public Records Act (PRA) Coordinator, responding to public inquiries via correspondence, telephone, or redirecting requests to the Legal Department and CalGEM Headquarters. Provide non-confidential data to the public when requested.
20%	Create and maintain an electronic data management system to organize information from assessments and audits. Under direct supervision, assist in the development, maintenance, and implementation of guidance documents and instruction manuals of CalGEM program components to post on CalGEM's website to provide consistency of program components. Upload, track, maintain, and scan information into databases and dashboards to record and monitor requirements and compliance. Conduct routine analysis of program data, identify discrepancies or gaps, and provide recommendations for management review. Prepare progress reports for management on specific projects, including but not limited to:

	management of incoming data documents, archived and active well logs, UIC projects, PRA requests, internal/managerial requests, American Petroleum Institute (API) assignments, and California Environmental Quality Act (CEQA) documents, bonds and transfers, and district spill contingency plans. Make recommendations to management for increasing productivity in data and scanning areas. Assist management in the organization and maintenance of analog and electronic records, and other data which may include documents such as well files, project files, and other district and division databases and spreadsheets. Monitor and maintain WellSTAR and other data and field inspection and CalGEM-regulated activities. Perform routine to moderately difficult data collection, analysis, and data metrics using Power BI and Microsoft Office Suite for the development of district reports. Assist with records retention efforts, including updating the office Records Retention Schedule and following procedures for sending records to the state archives.
10%	Serve as the District Office Training Coordinator, responsible for verifying and tracking training information in the Learning Management System (LMS) to ensure accurate and timely updates by the training department and ETSD. Under direct supervision, coordinate logistics for CalGEM-specific trainings, including scheduling, securing facilities, preparing materials, and assisting with setup and teardown. Travel occasionally to assist with offsite training events, including scouting and preparing locations for use and transporting supplies and equipment. Assist in researching and coordinating training contracts when needed, particularly for larger trainings. Collaborate with the CalGEM Training Coordinator and Department Training Officer to assess training needs, ensure compliance with required certifications, and prepare training reports as requested. Provide logistical support for local trips to recycle items, post office deliveries, or coordination of vehicle fleet needs.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Under direct supervision, assist management with reports, administrative process reviews, and service improvement recommendations by performing routine to moderately difficult analytical assignments and identifying opportunities for operational efficiency. Serve as back-up to the other district analysts and admin staff and perform other classification-related duties, as assigned.
5%	Perform administrative duties including, but not limited to adhering to department policies, rules, and procedures; submit administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately report time in the Tempo timekeeping system; and submit timesheet by the due date.

SUPERVISION RECEIVED:

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Employee Printed Name	**Employee Signature**	**Date**

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Supervisor Printed Name	**Supervisor Signature**	**Date**