GENERAL STATEMENT: Under the direction of the State Oil and Gas Supervisor, the Career Executive Assistant B will function as Assistant Deputy Director in the Division’s Sacramento Headquarters Office. The incumbent will have direct program management responsibility of the Division’s Statewide Programs which include but are not limited to Underground Injection Control (UIC), SB 4 Well Stimulation, Orphan and Idle Wells, Enforcement, California Environmental Quality Act (CEQA), and Underground Gas Storage. The incumbent will serve as the chief policy-maker over the Division’s statewide program activities and have charge of developing work plans, goals, performance metrics, resources, and objectives. Duties include, but are not limited to:

A. SPECIFIC ACTIVITIES: ESSENTIAL / MARGINAL FUNCTIONS

- ESSENTIAL FUNCTIONS

  25% Division Management
  Formulate/Revise and implement statewide policies in support of achieving the Division’s mission to prevent damage to life, health, property and natural resources, while also encouraging the wise development of oil, gas and geothermal resources to increase the ultimate recovery of these natural resources. Ensure statewide consistency in all programs implementation. Establish standard operating policies and procedures for Division operations, program planning, organization coordination and control, and fiscal management. Prepare administrative orders to ensure that oil and gas well operators comply with state laws and regulations and follow appropriate conservation policies and practices. Consult with, provide advice, and respond to management, staff, public, other government agencies, and industry regarding oil, gas, environmental, and idle-well issues, problems, and solutions.

  25% Program Research and Management
  Apply the laws regulating oil, gas, and geothermal operations to specific proposals and form valid conclusions regarding safety, adequacy, and effectiveness of the Divisions operations. Develop and implement variety of analytical and technological research techniques to resolve complex resource management and conservation problems. Review draft legislation and regulations, and make suggestions when necessary to ensure drafts are concise and well written. Inform State Oil and Gas Supervisor on potential changes to existing legislation, regulations, and business processes.
- **20% Support Consultant**
  Collaborate with the State Oil and Gas Supervisor and the Chief Deputy Director in the formulation and dissemination of oil and gas regulatory plans, policies, standards, and controls. Utilize technical expertise to provide consultative services and advice to upper management on the feasibility, impact, or potential of a variety of operations, projects, or proposals. Prepare and issue administrative orders, requests for bids, and contracts to plug and abandon oil, gas, and geothermal wells and related facilities that nonresponsive or defunct operators have deserted.

- **15% Personnel Management**
  Plan, organize, direct, and evaluate the work and performance of Headquarters management, engineering, and office services personnel. This includes, but is not limited to the following: Ensure staff has a safe team-oriented environment that is free of unprofessional behavior. Ensure staff is motivated to increase their professional abilities. Ensure Headquarters staff has access to training opportunities. Ensure Headquarters personnel fairly enforce pertinent sections of the Public Resources Code and Code Regulations. Monitor, evaluate, and create written performance appraisals of Headquarters staff. Monitor, evaluate, and prepare written performance appraisals of senior Headquarters personnel. Counsel staff and initiate disciplinary actions as necessary. Recruit, hire, train, develop, and provide leadership to staff. Comply 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. Identify appropriate long-range plans, goals to address succession planning, and knowledge transfer.

- **MARGINAL FUNCTIONS**
  - **10% Division Representative**
    Speak on behalf of the Division at governmental work groups, public outreach forums, and the meetings with industry and the public. Coordinate with other regulatory bodies, agencies, or public interest groups to ensure compliance to laws and regulations concerning oil and gas operations.
  
  - **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 Daily Log system; and submits timesheets by the due date.

B. **SUPERVISION RECEIVED**
Under the direction of the State Oil and Gas Supervisor.

C. **SUPERVISION EXERCISED**
Directly supervises Supervising Oil and Gas Engineers.

D. **ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS**
The incumbent performs the full range of supervisory and management duties, including, but not limited to: interpretation and adherence 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.

E. **PERSONAL CONTACTS**
   The incumbent routinely meets with high-level government and industry personnel, oil and gas operators, local government entities, non-governmental organizations, and other stakeholders. Will meet regularly with State Water Resources Control Board, and Regional Water Quality Control Boards, California Air Resources Board, California Public Utility Commission staffs, as well as U.S. EPA staff members pertaining to natural gas storage program, aquifer exemption requests, project-by-project review program, and underground injection control program activities. May be required to make public presentations at a variety of government and public meetings.

F. **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 supervision, duty or decision by the incumbent. Described below is the nature of the consequences for inadequate job performance:
   • 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.
   • Any error or omission can have repercussions that extend beyond the work performed to affect other personnel, agencies, the public and the environment.
   • 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 additional monetary and/or other liability to the State and/or incumbent.

G. **WORKING CONDITIONS/PHYSICAL REQUIREMENTS**
   • **ESSENTIAL**
     o Sitting at a desk, in a chair, and in front of a computer screen.
     o Moving/walking about the office and standing or sitting during in meetings.
     o Using a multi-line telephone console or a cordless telephone with headset.
     o Bending (neck and waist), squat, kneel, and twist (neck and waist).
     o Performing repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.
     o Reaching (above and below shoulder level).
     o Traveling via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight travel inside and outside of California may be required.
     o Lifting and carrying up to 20 pounds.
   
   • **MARGINAL**
     o Working around equipment and machinery.
     o Walking on uneven ground.
o Exposure to excessive noise.
o Exposure to dust, gas, fumes, or chemicals.
o Using special visual or auditory protective equipment.
o Traveling on and off road, day and night, and sometimes in inclement weather, to both onshore and offshore work locations.
o 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.
o 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.
o Standing for prolonged periods may be necessary to witness certain tests.
o Climbing various sizes of ladders, over rocks, and pipes.

H. **OTHER INFORMATION**

None

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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.

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Employee Printed Name</th>
<th>Date</th>
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

<table>
<thead>
<tr>
<th>Supervisor Signature</th>
<th>Supervisor Printed Name</th>
<th>Date</th>
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