



**POSITION DUTY STATEMENT**

<b>NAME</b>	<b>MCR</b> 1
<b>CLASSIFICATION</b> Supervising Oil and Gas Engineer	<b>POSITION NUMBER</b> 538-208-3777-001
<b>WORKING TITLE</b> Sacramento Program Manager	<b>DIVISION/UNIT</b> California Geologic Energy Management Division/Northern District/208
<b>EFFECTIVE DATE</b>	<b>LOCATION</b> Sacramento
<b>BARGAINING UNIT</b> S09	<b>CONFLICT OF INTEREST CATEGORY</b> 1

**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 direction of the Northern District Deputy, the incumbent will function as the Program Manager for the Sacramento Office in the Northern District. The incumbent will direct and have charge of the work plans, goals, and objectives for the Division's Northern District Sacramento office. The position supervises the oil and gas drilling and production, freshwater protection, enhanced recovery, underground injection control, production tank and pipeline integrity, underground storage facilities, greenhouse gas mitigation, and the environmental protection programs in the Sacramento office. The position will advance CalGEM's mission to protect public health, reduce greenhouse gas emissions, and supporting the transition to a carbon neutral economy by 2045. Duties include, but are not limited to:

**A. SPECIFIC ACTIVITIES: ESSENTIAL / MARGINAL FUNCTIONS**

• **ESSENTIAL FUNCTIONS**

○ **30% Office Management**

Prepare, review, and approve technical directives for oil and gas well drilling, well plugging and abandonment, lease maintenance, and well production and injection operations. Prepare administrative orders and notices of violation to ensure that oil, natural gas, and underground storage 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. Prepare, update, and maintain databases and spread sheets for division reports.

- **20% Program Research and Management**  
Apply the laws regulating oil, natural gas, and underground storage operations to specific proposals and form valid conclusions regarding safety, adequacy, and effectiveness of the district's 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, and inform Northern District Deputy on potential changes to existing legislation, regulations, and business processes.
- **20% Support Consultant**  
Collaborate with the Northern District Deputy in the formulation and dissemination of oil and natural 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 administrative orders, requests for bids, and contracts to plug and abandon oil, natural gas, and geothermal wells and related facilities that nonresponsive or defunct operators have deserted.
- **20% Personnel Management**  
Plan, organize, direct, and evaluate the work and performance of office supervisors, 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 and has access to training opportunities. Ensure pertinent sections of the Public Resources Code and Code Regulations are being fairly enforced by the office's personnel. Monitor, evaluate, and create written performance appraisals of the office's staff. Monitor, evaluate and prepare written performance appraisals of office supervisors. Counsel staff and initiate disciplinary actions as necessary. Recruit, hire, train, develop, and provide leadership to a diverse 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 and goals to address succession planning and knowledge transfer.
- **MARGINAL FUNCTIONS**
  - **5% Office Representative**  
Represent the division before professional groups and at hearings and meetings with government agencies, and professional and public groups. Prepare and review technical articles for publication and performs other classification-related duties as required, including field surveillance activities. Conduct educational public outreach efforts.
  - **5% Administrative**  
Perform administrative duties including, but not limited to adherence 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 Daily Log system and submit timesheets by the due date.

B. **SUPERVISION RECEIVED**

Under the general direction of the Northern District Deputy; however, directions and assignments may also come from the Division Chief Deputy or the State Oil & Gas Supervisor.

C. **SUPERVISION EXERCISED**

Directly supervise Senior Oil and Gas Engineer (Supervisors).

D. **ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS**

The incumbent will perform the full range of supervisory and management duties, including, but not limited to: the 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 Supervising Oil and Gas Engineer has frequent public and professional contact with other division staff, operators, contractors, and consultants working for the operators, federal, state, and local agencies, and members of the public. Personal contacts regarding laws, rules, regulations, and policies may be made in person or via written correspondence, telephone, or email. May be required to make public presentations at local government meetings, such as city councils and county board of supervisors.

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. The nature of these consequences for inadequate job performance are described below, and include, but are not limited to:

- 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 lead to critical injury, loss of life, property contamination, and other environmental losses.
- Delay or failure of key strategic district, division and/or department process improvement initiatives.
- 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**

• **CONSTANTLY**

- Sitting at a desk, in a chair, and in front of a computer screen(s).
- Moving/walking in the office and standing or sitting during in 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).
- Traveling via private or public transportation (i.e., driving an automobile, airplane, etc.), including overnight travel in and out of state may be required.
- Lifting and carrying up to 20 pounds.

• **OCCASIONALLY**

- Working around equipment and machinery.
- Walking on uneven ground.
- Exposure to excessive noise.
- Exposure to dust, gas, fumes, or chemicals.
- Use 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.
- Perform 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 H<sub>2</sub>S monitor to warn of H<sub>2</sub>S gas hazards.
- Standing for prolonged periods may be necessary to witness certain tests.
- Climb various sizes of ladders, over rocks, and pipes.

H. **OTHER INFORMATION**

- Possession of a valid driver’s license is required.

I. **TELEWORK**

This position is based in Sacramento. Hybrid Telework may be available for this position in accordance with the Department of Conservation’s Telework Policy and procedures.

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).

<b>Employee Signature</b>	<b>Employee Printed Name</b>	<b>Date</b>
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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.

<b>Supervisor Signature</b>	<b>Supervisor Printed Name</b>	<b>Date</b>
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