

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

CURRENT    PROPOSED

POSITION INFORMATION	
<b>NAME</b>	<b>MCR</b> 1
<b>CLASSIFICATION</b> Associate Oil and Gas Engineer	<b>POSITION NUMBER</b> 538-204-3783-XXX
<b>WORKING TITLE</b> Operations Engineer	<b>DIVISION/UNIT</b> California Geologic Energy Management Division/ Northern District 204
<b>EFFECTIVE DATE</b>	<b>LOCATION</b> Orcutt
<b>BARGAINING UNIT</b> R09	<b>CONFLICT OF INTEREST DESIGNATION</b> 4

REQUIREMENTS OF POSITION			
<input type="checkbox"/> MEDICAL EVALUATION	<input checked="" type="checkbox"/> CONFLICT OF INTEREST	<input checked="" type="checkbox"/> TRAVEL REQUIRED	<input type="checkbox"/> BILINGUAL FLUENCY
<input type="checkbox"/> SUPERVISORY	<input type="checkbox"/> SPECIALIST	<input checked="" type="checkbox"/> DRIVER LICENSE	<input type="checkbox"/> PROFESSIONAL LICENSE
<input type="checkbox"/> TYPING CERTIFICATE	<input checked="" type="checkbox"/> HYBRID	<input type="checkbox"/> 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 general direction of the Senior Oil and Gas Engineer (Supervisor), the Associate Oil and Gas Engineer will independently perform Underground Injection Control (UIC), Idle Well Program (IWP), pipeline and facility (P&F) production, gas storage, geothermal, well stimulation, and related engineering work within an area unit in CalGEM’s Northern District office. The incumbent performs assignments that require a high degree of knowledge and skill in hydrocarbon and geothermal technology, team leadership, communication, data management, presentation, and engineering work, including operations, production, and good oil field practice. The incumbent performs technical evaluation of proposed oil, gas, and geothermal projects, gas storage projects, Class II injection projects, idle well projects, well stimulation operations, and prepares permits documenting technical requirements for operations. The incumbent conducts complex studies of operations and reservoirs; makes complex calculations, such as oil and gas reserve calculations; prepares and interprets complex technical data, maps, and statistics; and writes reports on investigations. Monitors and investigates the legality and advisability of proposed operations, prepares technical and legal directives, and

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advises operators of preventative or corrective actions. This position requires extensive reviews of well files, projects, notices, field operations, and other related duties and provides technical guidance to field engineering staff. Duties include, but are not limited to:

### ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
<b>30%</b>	Review and evaluate Notices of Intention (NOI) to drill, rework, abandon, and supplementary notices, gas storage, well stimulation applications, or other oil and geothermal field applications, requests, data, or information submitted by oil, gas, or geothermal operators for completeness, accuracy, and well integrity to ensure compliance with state laws, regulations, and policy. If the applications and NOIs are not accurate or complete, work with the operator to receive the necessary information. Recommend approval or modification of such applications to unit supervisor depending upon compliance with state laws, regulations, and policies. Reply in writing to NOI's and other applications with conditions of approval based on knowledge of geologic and reservoir conditions, sound engineering practices, and compliance with state laws and regulations. Respond verbally to emergency situations and follow up verbal instruction with written communication to the well file and the operator. Respond to verbal and written requests from oil, gas, and gas storage operators for operational variances and changes to permitted conditions of approval, in person, and in writing.
<b>25%</b>	Conduct injection project reviews and evaluation of proposed new, expanding, or reactivation of UIC projects, gas storage, or geothermal applications, and annual project reviews of existing projects, to determine possible hazards to life, health, property, and natural resources. Review projects for completeness, geologic and reservoir conditions, and well construction to ensure zonal isolation and safety. Ensure applications comply with division, state, and federal requirements. Recommend approval or modifications to the unit supervisor based on injection project reviews. Maintain computer and hard copy files of injection project data. Review aquifer exemption applications under the federal UIC program for completeness. Post public notifications of completed applications as required in the Environmental Protection Agency (EPA) Primacy agreement. Forward Class II injection and gas storage applications to Headquarters and other responsible agencies for comment. May require meeting with various stakeholders including, but not limited to, operators, State Water Board, Regional Water Quality Control Board, California Public Utilities Commission, State Air Resources Board, local water districts, and interested groups and political representatives.
<b>15%</b>	Monitor and investigate the legality and advisability of proposed operations by reviewing and analyzing state statutes, regulations, and rules, engineering, and geological conditions. Prepare technical and legal directives with CalGEM legal staff and management, advising operators on compliance with laws, regulations, and sound engineering practices. Conduct studies of operations and reservoirs using engineering and geological principles, write investigative reports, and generate statistics from CalGEM databases. May witness well tests and perform field inspections for production, injection, gas storage, and other operations. Prepare Notices of Violation and enforcement actions for review by supervisors, management, and legal staff.
<b>10%</b>	Prepare portions of the district's report to the Environmental Protection Agency (EPA). Prepare complex injection projects and well data statistics as required. Provide technical

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	engineering input for CalGEM systems. Act as technical support, as workload conditions dictate, for all programs (UIC, Gas Storage, Idle Well, Facilities, Pipeline, Environmental, Well Stimulation, etc.) within the district for permitting, project review, and compliance. Direct and review the work of other engineers and technicians in a lead capacity as needed. Act as project manager for non-routine special projects and investigations involving oil, gas, and gas storage-related environmental issues, such as oil and produced water spills, gas emissions, blowouts, subsidence, fires, and other incidents and operational upsets. Evaluate required plans and risk assessments submitted for review. Evaluate CEQA documents by lead agencies to assist Department California Environmental Quality Act (CEQA) Unit and/or prepare correspondence and reports commenting on proposed projects as a responsible agency.
<b>10%</b>	Assist the unit supervisor in training, directing, and coordinating field engineers conducting inspections of oil, gas, Class II injection, idle well, gas storage, and well stimulation operations. Oversee documentation tasks, including data entry and quality control in CalGEM databases and spreadsheets. Review well records and test reports for accuracy and completeness.

### MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
<b>5%</b>	Perform administrative tasks such as adhering to department policies and procedures, submitting leave, overtime, travel, and training requests promptly, accurately reporting time in the Daily Log system, submitting timesheets by the due date, completing travel expense claims and vehicle travel logs on time, and registering for and completing required training as directed.
<b>5%</b>	Represent the district on CalGEM committees and present on CalGEM programs at governmental workgroups, public forums, and hearings. Coordinate with regulatory bodies, agencies, media, and public interest groups to educate and ensure compliance with laws and regulations related to oil, gas, gas storage, Class II injection wells, and geothermal operations. Provide technical oversight and assume unit responsibilities in the absence of the supervisor.

### **SUPERVISION RECEIVED:**

The Associate Oil and Gas Engineer reports directly to, and receives the majority of assignments from, the Senior Oil and Gas Engineer (Supervisor); however, direction and assignments may also come from the District Deputy.

### **SUPERVISION EXERCISED:**

NONE

### **ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:**

NONE

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### **PERSONAL CONTACTS:**

The Associate Oil and Gas Engineer will routinely interact with CalGEM district employees, other CalGEM staff, operators, federal, state, and local agencies, and various stakeholders which may include extensive public and professional contact. The incumbent will interact often with oil, gas, and geothermal industry representatives. Direct interaction may be made via written correspondence, telephone, email, or video conferencing as part of normal in-office activities. Meetings and training conducted outside of the CalGEM office may also occur.

### **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 local, state, and federal mandates, including compliance with the Safe Drinking Water Act.
- Possible hazards to life, health, property, and natural resources.
- Deadlines laid out by the legislature and our federal partners may not be met resulting in the permitting of wells into subsurface non-exempt aquifers.
- Negative impacts on CalGEM's relationship with our local, 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 Orcutt CalGEM office will be required.

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### **WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

FREQUENCY	DESCRIPTION
<b>FREQUENTLY</b>	<ul style="list-style-type: none"><li>• Standing or sitting at a desk, in a chair, and in front of a computer screen(s).</li><li>• Moving/walking about the office and standing or sitting during meetings.</li><li>• Operate a multi-line telephone console, cordless phone with headset, and/or smartphone.</li><li>• Walking, bending, squatting, kneeling, twisting, reaching, and performing repetitive motions with both hands.</li><li>• Lifting and carrying up to 20 pounds.</li><li>• Travel via private or public transportation (i.e., automobile, airplane, etc.) including overnight travel within California may be required.</li></ul>
<b>OCCASIONALLY</b>	<ul style="list-style-type: none"><li>• Working around equipment and machinery and walking on uneven ground.</li><li>• Exposure to excessive noise, dust, gas, fumes, or chemicals.</li><li>• Use of special visual or auditory protective equipment.</li><li>• Traveling to offshore locations using boats, helicopters, swing ropes, or personal baskets in all weather conditions.</li><li>• During field inspections, the incumbent may be exposed to hazardous environments and required to wear personal protective equipment, including flame-resistant clothing, work boots, hard hat, life vest, safety eyewear, hearing protection, and an H2S monitor.</li><li>• Climbing various sizes of ladders, over rocks and uneven terrain, and pipes.</li></ul>

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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).

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