

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0220-05778-0000

Date: September 29, 2020

To: The Personnel and Animal Welfare Committee

From: Richard H. Llewellyn, Jr., City Administrative Officer Subject: **STATUS UPDATE ON THE ADDITIONAL POSITIONS IN THE OFFICE OF PETROLEUM AND NATURAL GAS ADMINISTRATION AND SAFETY****RECOMMENDATION**

That the Committee note and file this report.

SUMMARY

On September 9, 2020, the Chair of the Personnel and Animal Welfare Committee requested that this Office report back on the November 2019 request from the Board of Public Works for three positions to support the Petroleum Administrator.

We have reviewed the request and recommend that any action to adjust the type and number of staff supporting the Petroleum Administrator wait until the new Petroleum Administrator has been hired and has an opportunity to establish goals and identify related resource requirements. It is our understanding that the Board of Public Works hopes to have a new Petroleum Administrator in the near future. We also recommend that any requested resources be considered in the context of the 2021-22 Budget process.

Background

In June 2016, the Council established a full-time Petroleum Administrator and created the Office of Petroleum and Natural Gas Administration and Safety (OPNGAS) within the Board of Public Works (Board) (C.F.15-0387). The Petroleum Administrator is the City's primary petroleum and natural gas expert who can provide technical advice and analysis, manage the City's pipeline franchise agreements, and oversee petroleum-related facilities.

During the Fiscal Year (FY) 2019-20 budget deliberations, members of the Budget and Finance Committee requested a report back (C.F. 19-0600-S173, May 24, 2019) on the requested resources for the OPNGAS. In November 2019, the Board of Public Works reported back with a draft staffing plan that included three resolution authorities with six-months funding: one Environmental Specialist III (7310-3), one Environmental Specialist II (7310-2), and one Senior Administrative Clerk (1368). The total annual cost of the three positions total \$296,747 (direct and indirect). These position requests were done outside of the Fiscal Year 2019-20 budget process.

At the time of the request, the Board had planned on using \$68,000 in allocated funds from the Unappropriated Balance (UB) to partially cover the proposed staffing costs, and use other funds in the UB for petroleum activities to cover the remaining cost. Since the request was made, all UB funding allocations for OPNGAS have been swept and are no longer available. The Board proposes that once the Oil Well Inspection Program is staffed by the above requested positions, the salaries and operational costs will be fully recovered by fees.

Shortly after the staffing request made in November 2019, the Petroleum Administrator resigned from his position and, as of September 2020, the position is still vacant. In Fiscal Year 2019-20, the Board relaunched recruitment of the Petroleum Administrator position and began interviewing candidates.

Attachment:
Board of Public Works Report Dated November 19, 2019

RHL:BA:06210041

BOARD OF PUBLIC WORKS
MEMBERS

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PRESIDENT

AURA GARCIA
VICE PRESIDENT

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COMMISSIONER

M. TERESA VILLEGAS
COMMISSIONER

CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI
MAYOR

OFFICE OF THE
BOARD OF PUBLIC WORKS

DR. FERNANDO CAMPOS
EXECUTIVE OFFICER

200 NORTH SPRING STREET
ROOM 361, CITY HALL
LOS ANGELES, CA 90012

TEL: (213) 978-0261
TDD: (213) 978-2310
FAX: (213) 978-0278

<http://bpw.lacity.org>

November 18, 2019

The Honorable City Council of the City of Los Angeles

C.F.: 19-0600-S__

Honorable Councilmember Paul Krekorian, Chair and members of the Budget and Finance Committee

Honorable Councilmember Paul Koretz, Chair and members of the Personnel and Animal Welfare Committee

City Hall
200 North Spring Street, Room 395
Los Angeles, California 90012

SUBJECT: REPORT BACK ON ADDITIONAL POSITIONS IN THE OFFICE OF PETROLEUM AND NATURAL GAS ADMINISTRATION AND SAFETY

Honorable Councilmembers:

SUMMARY

During the Fiscal Year 2019/2020 budget deliberations process on May 24, 2019, members of the Budget and Finance Committee inquired about the resources allocated to the Office of Petroleum and Natural Gas Administration and Safety (OPNGAS), Council File 19-0600. The Committee requested a report back on the allocation of two additional positions to support ongoing efforts and anticipated work increase. To that end, the Los Angeles City Council set aside funds in the Unappropriated Balance (UB) for the OPNGAS to hire additional staff. The staff classifications were not set at that time.

This report recommends the OPNGAS be authorized to hire three (3) revenue supporting positions: one Environmental Specialist III (Class Code: 7310-3), one Environmental Specialist II (Class Code: 7310-2), and one Senior Administrative Clerk (Class Code: 1368) as resolution authorities with funding for six months. The total request is \$149,110.



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RECOMMENDATIONS

1. RESOLVE that the employment authority in the Board of Public Works for of one (1) Environmental Specialist III (Class Code: 7310-3), one (1) Environmental Specialist II (Class Code: 7310-2), and one (1) Senior Administrative Clerk (Class Code: 1368), subject to paygrade determination by the Office of the City Administrative Officer, is approved and confirmed for six months;
2. APPROVE a transfer from the *Unappropriated Balance*, Fund 100/58, in the amount of \$133,110 to Board of Public Works Fund 100/74/1010 (salaries) to fund the above three (3) positions for six months; and
3. APPROVE a transfer from the *Unappropriated Balance*, Fund 100/58, in the amount of \$16,000 to the Board of Public Works Fund 100/74/6010 (supplies) to fund additional office costs.

TRANSMITTALS

1. Position Description Environmental Specialist III (Class Code 7310-3)
2. Position Description Environmental Specialist II (Class Code 7310-2)
3. Position Description Senior Administrative Clerk (Class Code 1368)
4. Proposed OPNGAS Organization Chart

DISCUSSION

Background

In June 2016, the Los Angeles City Council adopted the restoration of the Petroleum Administrator and created the Office of Petroleum and Natural Gas Administration and Safety (OPNGAS) within the Board of Public Works (Board or BPW) (C.F. 15-0387). The Petroleum Administrator is a citywide resource who can provide technical advice and analysis, investigative compliance assessments, facilitate interagency coordination, manage the City's pipeline franchise agreements, and oversee petroleum related facilities. The Los Angeles Municipal Code Sections 19.47-19.50 enumerate the petroleum administration duties. Recently, the City Council has requested examining and rendering reports and recommendations relative to matters, directly or indirectly, to the exploration for, or production of, Petroleum within the City of Los Angeles, which may be referred to the Board by any department, bureau or office of the City, and obtain requested technical advice.

Within the past two and one-half years, the City Council has made fourteen (14) petroleum administration requests for various technical reports and evaluations. Completed reports include: establishing the OPNGAS; transferring petroleum administration functions into BPW; adoption of new pipeline franchise agreements; evaluation of terminating inactive oil districts; creating an annual inspection program for citywide drill sites; and reporting on the potential health impacts of oil and gas operations in the City. Five (5) other City Council requests expired prior to report backs due to limited resources and staff, and an additional half dozen council requests are outstanding, yet to be addressed. These requests are in addition to community engagement event requests, unforeseen emergency incidents across the City, requests from other departments, petrochemical training of city employees, several citywide task forces, external regulatory

OPNGAS REPORT BACK

November 18, 2019

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coordination, responding to dozens of media inquiries, and managing the City's more than forty (40) pipeline franchise agreements. Each task is complex and technical in nature as there are no other experienced petroleum professionals within the City to respond to the large workload.

The OPNGAS has been staffing up on a phased approach over the past two years. The Office currently has six (6) regular full time positions allocated in the FY19-20 budget. The current positions include a Utility Rates and Policy Specialist III (Petroleum Administrator), a Sr. Environmental Engineer, an Environmental Affairs Officer, an Environmental Compliance Inspector, a Sr. Management Analyst I, and a Management Analyst. The Environmental Compliance Inspector position remains unfilled as there is no current civil service list from which to fill, and the pending generation of a new list from the Personnel Department is anticipated near the end of the 2019 calendar year.

In the 2019-20 Fiscal Year Budget Proposal (Council File 19-600), the Budget and Finance Committee issued a report with technical corrections dated 5/24/2019. In that report the BPW was directed to add a new line item (Instruction #110) in the Proposed Budget for Petroleum Administrator contractual services in the amount of \$200,000, partially offset by a re-appropriation of Fiscal Year 2018-19 Unappropriated Balance (UB) funds for Oil Wells and Facilities Inspection of \$50,000. Resulting in a net increase in the contractual services line item of \$150,000 for the fiscal year.

Additionally, the BPW was also directed to create a new line item (Instruction #112) in the Unappropriated Balance with funding for additional staffing, contractual services, and other office support for the OPNGAS, and request the BPW, with the assistance of the City Administrative Officer (CAO), to report on the appropriate position classifications and support needed to assist OPNGAS in its duties in the amount of \$416,000. The instruction included the re-appropriation of unspent funding from the Fiscal Year 2018-19 Unappropriated Balance allocated for Franchise Valuation and Petroleum Revenue to offset costs in the amount of \$348,000. The net increase in the OPNGAS Unappropriated Balance was \$68,000.

Therefore, the Board is proposing to use the \$68,000 added to the UB for salaries and cover the remaining \$81,110 with monies currently reserved in the UB allocated for Engineering Consulting Services for the Venice Dual force Project inasmuch as the Venice Dual Force project is not yet ready to commence and the Oil Well Inspection Program is of the highest priority, and for which the City has a contract executed for the implementation study.

Finally, the Budget and Finance Committee inquired about the resources allocated to the Office of Petroleum and Natural Gas Administration and Safety. The Committee requested a report addressing the allocation of additional positions and increased support to the Office for both ongoing efforts and an anticipated increase in work.

Cost Estimate & Positions

Environmental Specialist:

OPNGAS needs two Environmental Specialist positions in order to coordinate citywide inspections of drill sites and idle well sites in the City of Los Angeles, as well as to assist with the interagency coordination and outreach efforts of OPNGAS. OPNGAS believes that the addition of the Environmental Specialists will speed review of the necessary literature and

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November 18, 2019

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supply the writing skills necessary to ensure the requested report backs are in a timely fashion by Fiscal Year end. **Transmittals 1 & 2** detail the duties and responsibilities to be assigned to these new positions.

Senior Administrative Clerk:

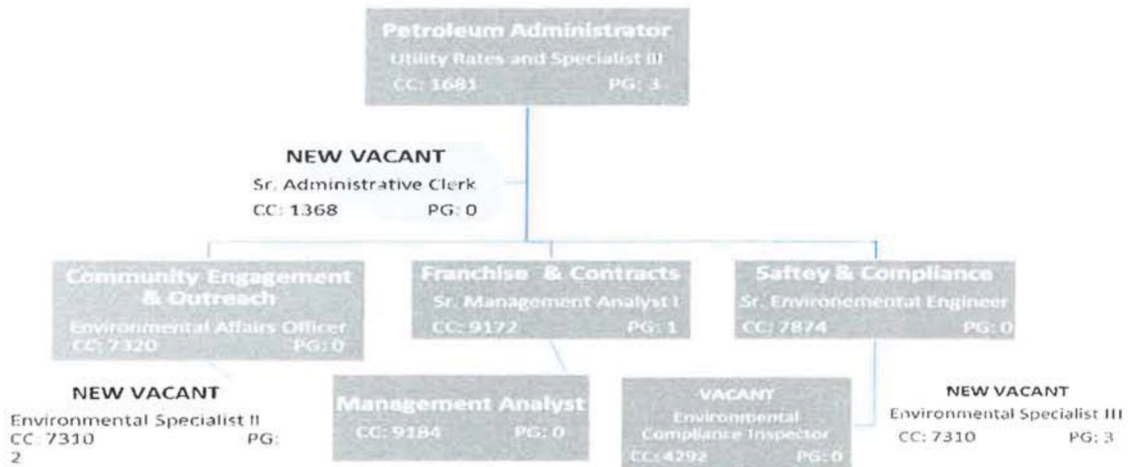
One Senior Administrative Clerk position will provide needed clerical support for the Petroleum Administrator and all program functions of OPNGAS. The administrative support will assist the three divisions within the Office to achieve a balanced workload for all staff and increase productivity. Transmittal 3 details the duties and responsibilities of the position.

Were OPNGAS to hire at Step 8 of each of the three (3) positions, the current salary cost would be:

Position and Class Code:	Maximum Annual Salary	Six Months Funding at Step 8 (January to June 2020)
Environmental Specialist III (Class Code 7310-3)	\$120,582.00	\$108,179.28
Environmental Specialist II (Class Code 7310-2)	\$108,346.32	\$97,196.40
Senior Administrative Clerk (Class Code 1368)	\$67,818.24	\$60,844.32
Annual Salary Total	\$296,746.56	\$133,110.00

However, OPNGAS anticipates that hiring would take time and that only six-month salary would be needed for the positions, which would total \$133,110 and exceeds the \$68,000 set aside for staffing. In addition to which, approximately \$16,000 will be required to supply computers, a copier and supplies for the new hires. The additional \$81,110 (\$65,110 for salaries, \$16,000 supplies, etc.), in funding would allow for the hiring of three (3) positions for the second half of FY 19-20. Additionally, OPNGAS anticipates controlling expenses on pending projects during the remainder of FY 2019-2020 to cover the additional staffing costs.

The following organization chart, below and **Transmittal 4**, depicts the proposed structure in relation to existing and proposed resources:



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Related Costs:

OPNGAS will need additional computers, supplies and a copier for use by the division:

<u>Fund From</u>	<u>Fund To</u>	<u>Description</u>	<u>Amount</u>
100/58	100/74/6020	Computers with Monitors	\$7,500
100/58	100/74/6020	Copier Lease	\$3,500
100/58	100/74/6020	Operating Supplies	\$5,000
Total Cost Estimate			\$16,000

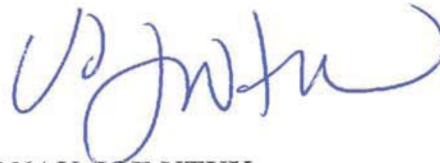
FISCAL IMPACT

As \$68,000 was placed in the UB pending designation of the positions by the Office, filling three (3) positions for six months will exceed the funds allotted by \$65,110. Since OPNGAS is funded through the General Fund, OPNGAS is requesting \$133,110 be transferred from the UB to the BPW Account 100/74/1010 account to fund these positions and that \$16,000 be transferred from the UB to BPW Account 100/74/6020 to cover the associated office costs. The total impact to the General Fund is \$149,110. This request will support current revenue generation by OPNGAS of approximately \$20 million. Moreover, as these positions will ultimately be assigned to work on the Oil Well Inspection Program, the salary and operational expenses are expected to be covered once that program is approved and staffed. At which time, these costs will be fully supported by crude oil producers in the City of Los Angeles.

Respectfully Submitted,

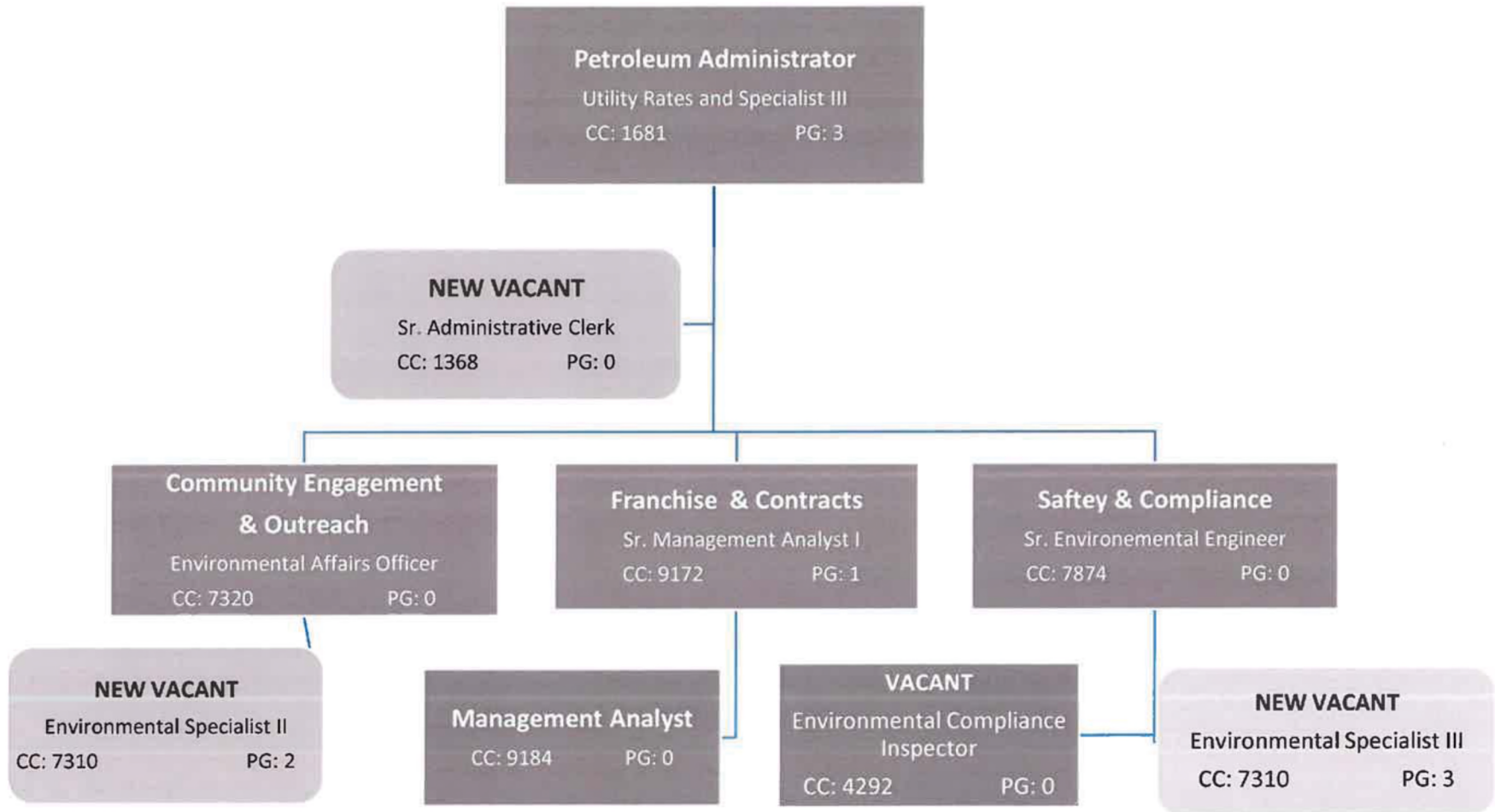


DR. FERNANDO CAMPOS
EXECUTIVE OFFICER



UDUAK-JOE NTUK
PETROLEUM ADMINISTRATOR

If you have any questions, please call me at (213) 978-1697 or via email at Uduak.Ntuk@lacity.org.



POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: NEW VACANT	2. Employee's Present Class Title/Code: Environmental Specialist/7310-3	3. Present Salary or Wage Rate: 120,582.00
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4. Reason for Preparing Description:	<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position	<input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation	Date Prepared 09/04/19
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5. Location of office or place of work: 200 N Spring St #358 Los Angeles, CA 90012	6. Name of Department Board of Public Works
	Division <u>Office of Petroleum</u> Section <u>Safety & Compliance</u>

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name <u>Francisco Berberabe</u> Title <u>Sr. Environmental Engineer</u>

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
50%	<ul style="list-style-type: none"> Develop and manage a comprehensive oil well inspection protocol, facility checklist, well checklist, and public health screening checklist to perform the site inspections and to document the infrastructure and compliance of the oil and gas facilities in the City; Perform physical site visits to each oil well, injection well, observation well, gas well, and associated production facilities across the city each year; Maintain digital records of internal and external permits, violations, equipment, emissions, production, plot plans, and other public records; Perform annual inspection audits of production facilities to ensure that equipment, practices, and procedures are in accordance with the regulations, orders and any applicable approval documents; Conduct annual compliance inspections of existing producing wells, idled wells, abandoned wells, plugged wells, or service wells during workover operations. Meet with operators to verify that equipment, best practices, and procedures are in accordance with the approved documents and permits; Coordinate the oversight of the environmental remediation or removal of former oil drilling sites as they are abandoned and re-purposed for alternate uses; Coordinate permitting and annual inspections with other city departments without duplication of duties or regulatory requirements;
40%	<ul style="list-style-type: none"> Supervise work of Environmental Specialist IIs in OPNGAS
10%	<ul style="list-style-type: none"> Participate in annual regulatory workshops for operators, annual emergency planning workshops for residents, and annual community safety plan reviews with all stakeholders; Participate in frequent internal meetings with relevant City departments to review work schedules, deadlines, current issues, and review past inspections; and Coordinate with internal and external regulatory agencies for all oil wells and associated facilities within the boundaries of the City of Los Angeles; <p>Other duties as may be assigned.</p>

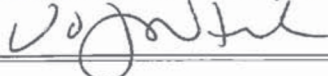
9. How long have the duties been substantially as described above? new position

10. List any machinery or equipment operated and any unusual or hazardous working conditions.
personal computer, scanner/copier, standard office equipment and automobile. Incumbent may be assigned to travel to oil well sites and be exposed to production machinery in order to perform on-site investigations

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). up to 50%

12. Indicate the number of employees supervised by class titles.
Environmental Specialist II and Administrative Clerk

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature  Date u/15/19 Phone No. (213) 978-0257

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

n/a

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Supervisor will assign and review projects. Incumbent will work independently and collaboratively as a member of a team on assigned projects with occasional input.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

as per bulletin

(b) Experience (type and length; list appropriate city classes, if any).

as per bulletin

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength to: X Lift X Push X Pull

Average weight 5 Heaviest weight 25

Climbing (stairs, ladders, poles)

How far 1 FL

Face severe work conditions

Outdoors X on/near water _____

Other/explain may be outdoors at oil production

SPECIAL NEED FOR:

Vision, to read fine print/numbers

Hearing, for telephone/alarms

Balance, for working heights

Other/explain _____

EXTENSIVE USE OF:

Legs, for walking/standing

Hands and fingers

Back, for strenuous labor

Other/explain _____

Hours per week

10

40

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

none

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Will be responsible for informing industry, public and co-agencies of OPNGAS policies and enforcement of same.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

n/a

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

none other than 10 above

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? no; amount of bond \$ _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Contacts with public and representatives of various city and state agencies and working groups. Attending and presenting at meetings and meeting with interest holders

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Will review reports and compliance records, diagrams, test results, maps, computer records from City, other agencies & operators and prepare reports of findings/recommendations.

Signature of the immediate supervisor

Vajntul F. Song

Date

11/15/19

Class Title Sr Enviromental Engineer

Phone No.

(213) 978-0257

Signature of department head

Vajntul

Date

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: NEW VACANT	2. Employee's Present Class Title/Code: Environmental Specialist/7310-2	3. Present Salary or Wage Rate: 108,346.32
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4. Reason for Preparing Description:	<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position	<input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation	Date Prepared 10/23/19
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5. Location of office or place of work: 200 N Spring St #358 Los Angeles, CA 90012	6. Name of Department Board of Public Works Division Office of Petroleum Section Safety & Compliance
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7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:
Name Francisco Berberabe Title Sr. Environmental Engineer

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
45%	<ul style="list-style-type: none"> Develop and manage a comprehensive oil well inspection protocol, facility checklist, well checklist, and public health screening checklist to perform the site inspections and to document the infrastructure and compliance of the oil and gas facilities in the City; Perform physical site visits to each oil well, injection well, observation well, gas well, and associated production facilities across the city each year; Maintain digital records of internal and external permits, violations, equipment, emissions, production, plot plans, and other public records; Perform annual inspection audits of production facilities to ensure that equipment, practices, and procedures are in accordance with the regulations, orders and any applicable approval documents; Conduct annual compliance inspections of existing producing wells, idled wells, abandoned wells, plugged wells, or service wells during workover operations. Meet with operators to verify that equipment, best practices, and procedures are in accordance with the approved documents and permits; Coordinate the oversight of the environmental remediation or removal of former oil drilling sites as they are abandoned and re-purposed for alternate uses; Coordinate permitting and annual inspections with other city departments without duplication of duties or regulatory requirements;
40%	<ul style="list-style-type: none"> Writes reports on findings of investigations and operator compliance in addition to special project research reports.
10%	<ul style="list-style-type: none"> Participate in annual regulatory workshops for operators, annual emergency planning workshops for residents, and annual community safety plan reviews with all stakeholders; Participate in frequent internal meetings with relevant City departments to review work schedules, deadlines, current issues, and review past inspections; and Coordinate with internal and external regulatory agencies for all oil wells and associated facilities within the boundaries of the City of Los Angeles;
5%	Other duties as may be assigned.

9. How long have the duties been substantially as described above? new position

10. List any machinery or equipment operated and any unusual or hazardous working conditions.
personal computer, scanner/copier, standard office equipment and automobile. Incumbent may be assigned to travel to oil well sites and be exposed to production machinery in order to perform on-site investigations

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). n/a

12. Indicate the number of employees supervised by class titles.
n/a

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature [Handwritten Signature] Date 11/15/19 Phone No. (213) 978-0257

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

n/a

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Supervisor will assign and review projects. Incumbent will work independently and collaboratively as a member of a team on assigned projects with occasional input.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

as per bulletin

(b) Experience (type and length; list appropriate city classes, if any).

as per bulletin

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength to: X Lift X Push X Pull

Average weight 5 Heaviest weight 25

Climbing (stairs, ladders, poles)

How far 1 FL

Face severe work conditions

Outdoors X on/near water _____

Other/explain may be outdoors at oil production

SPECIAL NEED FOR:

Vision, to read fine print/numbers

Hearing, for telephone/alarms

Balance, for working heights

Other/explain _____

EXTENSIVE USE OF:

Legs, for walking/standing

Hands and fingers

Back, for strenuous labor

Other/explain _____

Hours per week

10

40

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

none

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Will be responsible for informing industry, public and co-agencies of OPNGAS policies and enforcement of same.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

n/a

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

none other than 10 above

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? no; amount of bond \$ _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Contacts with public and representatives of various city and state agencies and working groups. Attending and presenting at meetings and meeting with interest holders

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Will review reports and compliance records, diagrams, test results, maps, computer records from City, other agencies & operators and prepare reports of findings/recommendations.

Signature of the immediate supervisor [Signature] Date 11/15/19

Class Title Sr Enviromental Engineer Phone No. (213) 978-0257

Signature of department head [Signature] Date _____

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: NEW VACANT	2. Employee's Present Class Title/Code: Sr. Administrative Clerk/1368	3. Present Salary or Wage Rate: 67,818.24
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4. Reason for Preparing Description:	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Routine Report of Duties	Date Prepared 09/04/19
	<input type="checkbox"/> Change in Existing Position	<input type="checkbox"/> Review for Proper Allocation	

5. Location of office or place of work: 200 N Spring St #358 Los Angeles, CA 90012	6. Board of Public Works Name of Department Division Office of Petroleum Section Petroleum Administration
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7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name Uduak-Joe Ntuk Title Petroleum Administrator

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
100%	Provide division-wide administrative support to all aspects of the Office of Petroleum and Natural Gas Administration and Safety Division of the Board of Public Works. Duties will include, but not be limited to: Answer telephone & manage calendar for Petroleum Administrator and general office queries, Scheduling meetings, reserving facilities and coordinating with City and External Stakeholders, Typing and proofreading correspondence, memoranda and reports using City standard software (including Google products), Sort all incoming mail and forward to correct staff members for processing, Arranging trainings and travel, Arrange for publication of Public Hearing Notices, Timely submission of reimbursement requests, Scan, mail correspondence and billings for Division, Division record coordinator (digital/manual and retention), Division Paysr Timekeeper, Upload reports to EBRS and NOVUS for Board of Public Works and City Council Hearings, Maintain staff training report, Travel to City Archives and to County Offices to file documents, and Other duties as may be assigned..

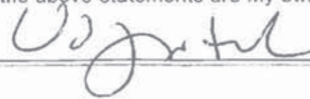
9. How long have the duties been substantially as described above? new position

10. List any machinery or equipment operated and any unusual or hazardous working conditions.
personal computer, scanner/copier, standard office equipment and automobile.

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). none

12. Indicate the number of employees supervised by class titles.
n/a

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature  Date 11/15/19 Phone No. (213) 978-1697

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

n/a

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Daily interaction with Petroleum Administrator, as well frequent contacts with elected Officials, their representatives and Senior Management staff both in the City and for Major pipeline and oil well operators

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

as per bulletin

(b) Experience (type and length; list appropriate city classes, if any).

as per bulletin

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength to: X Lift X Push X Pull

Average weight 5 Heaviest weight 25

Climbing (stairs, ladders, poles)

How far 1 FL

Face severe work conditions

Outdoors _____ on/near water _____

Other/explain _____

SPECIAL NEED FOR:

Vision, to read fine print/numbers

Hearing, for telephone/alarms

Balance, for working heights

Other/explain _____

EXTENSIVE USE OF:

Legs, for walking/standing

Hands and fingers

Back, for strenuous labor

Other/explain _____

Hours per week

05

40

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

none

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

will be responsible for maintaining original files and sending documents to storage in compliance with Records Retention Policy

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

n/a

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

none other than 10 above

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? no ; amount of bond \$ _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Contacts with public and representatives of various city and state agencies and representatives on behalf of Petroleum Administrator

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Signature of the immediate supervisor

Erica S. Dwyer

Date

11-15-2019

Class Title Environmental Affairs Officer

Phone No.

(213) 978-0257

Signature of department head

[Signature]

Date

11/15/19