



Supervising Oil and Gas Engineer
Agency Code: 3999 Class Code: 3777
Exam Code: 5CM03

Department:	Department of Conservation
Bulletin Release Date:	08/03/2015
Final Filing Date:	Continuous
Examination Type:	Departmental Open
Salary Information:	\$10,141.00 to \$12,699.00
Location:	Statewide

Equal Employment Opportunity

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and/or need special testing arrangements, mark the appropriate box on the application and/or contact the Department of Conservation, Human Resources Office, at (916) 322-7685.

WHO CAN APPLY

Applicants who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the date the application is submitted. All applications/resumes must include "to" and "from" employment dates (month/date/year), time-base, and applicable classification titles.

ELIGIBLE LIST INFORMATION

A department eligible list will be established for the Department of Conservation. This list will be abolished 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement under "Minimum Qualifications." Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications must include "to" and "from" dates (month/day/year), time base, job or civil service class titles (not working title), and range (if applicable) for all work experience. College course information must include title, number of semester or quarter units, name of institution, location of institution, completion dates, and degree (if applicable).

POSITION DESCRIPTION

Incumbents have charge of the activities of a large oil and gas district and may coordinate activities for several districts; or direct more than one technical or administrative program of major importance within the division; represent the division at administrative and legislative hearings and meetings; supervise the preparation of technical directives for major program or field operations; prepare material for administrative hearings and assist in the preparation of legal actions; and review technical articles for publication.

MINIMUM QUALIFICATIONS

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess the license will be admitted into the examination but must secure the license prior to appointment.)
and

Either I

Experience: Two years of experience in the California state service performing the duties of a Senior Oil and Gas Engineer (Specialist) or Senior Oil and Gas Engineer (Supervisor).

Or II

Experience: Broad and extensive (more than five years) experience as a professional engineer or geologist in oil, gas, or geothermal resource exploration, production, or development work, at least two years of which shall have been in a supervisory capacity. (A graduate degree in petroleum engineering, geology, or a closely related field of engineering may be substituted for two years of the nonsupervisory experience.) **and**

Education: Equivalent to graduation from college with major work in petroleum engineering, geology, or a closely related field. (Registration as a senior in a recognized college will admit applicants to the examination, but they must produce evidence of graduation before they can be appointed.)

More information on minimum qualifications can be found [here](#).

EXAMINATION INFORMATION

The Examination Unit will accept examination packets continuously throughout the year, however, the packets will only be processed during the current administration period. Generally, this examination is administered QUARTERLY, although this is subject to change based on testing needs. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list.

The examination will consist of a Training and Experience Evaluation. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

Training and Experience Evaluation – WEIGHTED 100.00%.

KNOWLEDGE AND ABILITIES

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

- Knowledge of principles, methods, equipment, and terminology of petroleum engineering and geology.
- Knowledge of methods and equipment used in drilling, maintaining, and operating oil, gas, and geothermal wells.
- Knowledge of well operations.
- Knowledge of principles of effective supervision and safety practices.
- Knowledge of principles of program planning and evaluation.
- Knowledge of social and economic aspects of hydrocarbon or geothermal resources development.
- Knowledge of principles of environmental planning and impact assessment.
- Knowledge of principles, practices, and trends in public policy development and evaluation.
- Knowledge of formal and informal aspects of the legislative and administrative regulation processes.
- Knowledge of principles of effective communication.
- Knowledge of public resource management policy development and evaluation.
- Knowledge of intergovernmental resource management.
- Knowledge of principles and techniques of personnel management, labor relations, and supervision.
- Knowledge of the organization's affirmative action objectives and a manager's role in meeting those objectives.
- Knowledge of oil, gas, and geothermal reservoir characteristics and behavior.
- Knowledge of safety and legality of proposed operations.
- Knowledge of methods in monitoring production and development, including estimation of reserves and efficiency of production operations.
- Knowledge of principles of fiscal management, budgeting, and other administrative functions.

Ability to:

- Ability to interpret and analyze scientific and engineering data.
- Ability to perceive impacts of findings and present ideas and information effectively.
- Ability to develop and utilize a variety of analytical and technological research techniques to resolve complex resource management and conservation problems.
- Ability to develop and evaluate alternatives and make recommendations.
- Ability to consult with and advise management, staff, and high-level government and industry personnel on hydrocarbon or geothermal issues, problems, and needs.
- Ability to gain and maintain the confidence and cooperation of others.
- Ability to represent the division before the Legislature and professional groups, at hearings, and at meetings with government and private agencies.
- Ability to analyze situations accurately and take effective action.
- Ability to establish and maintain project priorities.
- Ability to advise top management, staff, legislative bodies, governmental entities at all levels, and industry representatives on hydrocarbon or geothermal resources or resource management programs.
- Ability to effectively plan, organize, direct, coordinate, and evaluate the work of others.
- Ability to motivate and supervise technical and professional engineers.
- Ability to apply the laws regulating oil, gas, and geothermal operations to specific proposals and form valid conclusions regarding safety and adequacy of operations.
- Ability to prepare technical directives and administrative orders to assist in proper oil field operation and good conservation policies and practices.

VETERANS PREFERENCE

VETERANS' PREFERENCE: Effective January 1, 2014, Veterans' Preference will be awarded to qualifying Veterans who are successful in the examination in the form of Rank placement rather than points. All individuals awarded Veterans' Preference will be certified in Rank 1 of the eligibility list, regardless of score. All open exams/eligible lists will award Veterans' Preference, regardless of the classification.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation> and the Department of Veterans Affairs.

CAREER CREDITS

Career credits will not be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

FILING INSTRUCTIONS

To apply for this examination, please complete and return the following:

- [Training and Experience Evaluation](#)
- [Standard State Employment Application \(Form STD 678\)](#)

By Mail:

Department of Conservation
Human Resources Office
801 K Street, MS 22-13
Sacramento, CA 95814

In Person:

Department of Conservation
Human Resources Office
801 K Street, 22nd Floor
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS

- To the California Department of Human Resources (CalHR)
- Through Email
- Through Fax
- Through Inter-Agency Mail

Applications received in this way will not be accepted

CUT-OFF DATE

Examination applications (form STD 678) and examinations (Training and Experience Evaluation) must be postmarked (U.S. mail) or personally delivered no later than the cut-off date stated below. Applications must also have an original signature.

Cut-off Dates:

March 31, 2016

June 30, 2016

September 30, 2016

December 31, 2016

APPLICATIONS POSTMARKED OR PERSONALLY DELIVERED AFTER THE CUT-OFF DATE WILL NOT BE PROCESSED UNTIL THE NEXT CUT-OFF DATE.

CONTACT INFORMATION

Any questions regarding the minimum qualifications, applying for the examination, reasonable accommodations, the exam components, scoring, etc., may be directed to the Department of Conservation, Human Resources Office at (916) 322-7685.

For hearing impaired or deaf candidates, please call the California Relay Service at 1-800-735-2929 (From TDD phone) or 1-800-735-2922 (From Voice phone). TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

SPECIAL REQUIREMENTS

TRAVEL ACCOMMODATIONS:

Candidates are responsible for any expenses incurred when participating in all examinations administered by the Department of Conservation. (i.e., transportation, lodging, parking, etc.)

GENERAL INFORMATION

The Department of Conservation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Conservation, seven days prior to the test date if he/she has not received his/her notice. For an examination without a written feature it is the candidate's responsibility to contact the Department of Conservation, (916) 322-7685, 1-800-735-2929 (From TDD phone) or 1-800-735-2922 (From Voice phone), six weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at California Department of Human Resources Offices (www.jobs.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: Tests will be given in such places in California as the number of candidates and conditions warrant. Tests are not always given where positions currently exist.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and work cooperatively with others; and a state of health consistent with the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: Pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined,

under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento).

**DEPARTMENT OF CONSERVATION
HUMAN RESOURCES OFFICE**

**801 K STREET, MS 22-13
SACRAMENTO, CA 95814**

(916) 322-7685