



Associate Oil and Gas Engineer

Exam Code: 5PB13

Department: Department of Conservation

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Associate Oil and Gas Engineer – \$10,876.00 - \$13,610.00 per month.

View the [classification specification](#) for the Associate Oil and Gas Engineer classification.

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12) months**.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs,

regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

All Levels:

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.)

Associate Oil and Gas Engineer

Either 1

Experience: One year of experience in the California state service performing the duties of an Energy and Mineral Resources Engineer, Range C. (Applicants who have completed six months of service performing the duties of an Energy and Mineral Resources Engineer, Range C, will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

Or 2

Experience: Four years of [progressively responsible experience](#) as a [professional engineer](#) or [geologist](#) in [oil, gas, or geothermal resource drilling](#) or [production operations](#), or in the [technical inspection](#) of such operations, exploration, or development work. (A graduate degree in petroleum engineering, geology, or a closely related field of engineering may be substituted for two years of required nonspecialized 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.)

POSITION DESCRIPTION

Associate Oil and Gas Engineer

This is the journey level. Incumbents independently perform assignments that require a high degree of skill in hydrocarbon or geothermal technology, difficult engineering work, including the technical evaluation of proposed oil, gas, and geothermal projects, and well operations to determine possible hazards to life, health, property, and natural resources; monitor and investigate the legality and advisability of proposed operations; prepare technical and legal directives, and advise operators of preventive or corrective actions required for compliance with protection or conservation laws and sound engineering practices; prepare permits documenting technical requirements for operation; conduct complex studies of operations and reservoirs; make complex

calculations, such as oil and gas reserve calculations; prepare and interpret complex technical data, maps, and statistics; write reports on investigations and studies for publication or regulatory use; may direct and review the work of other engineers and technicians in a lead capacity; may witness well tests and perform field inspections; and may make presentations on division programs before various groups.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Principles, methods, equipment, and terminology of petroleum engineering and geology.
2. Methods and equipment used in drilling, maintaining, and operating oil, gas, and geothermal wells.
3. California laws and regulations concerning the drilling, maintenance, operations, and abandonment of oil, gas, and geothermal wells.
4. Well operations.
5. Principles of effective supervision and safety practices.
6. The organization, policies, and objectives of the division and its operating units.
7. Advanced engineering technologies and trends in hydrocarbon or geothermal resources management problems in California.
8. Principles of research, design, and analytical techniques used in hydrocarbon and geothermal resources studies.
9. Principles of electronic data processing.
10. Principles of program planning and evaluation.
11. Social and economic aspects of hydrocarbon or geothermal resources development.
12. Principles of environmental planning and impact assessment.
13. Principles, practices and trends in public policy development and evaluation.
14. Formal and informal aspects of the legislative and administrative regulation processes.

15. Federal, State, local government, and private agencies involved in hydrocarbon or geothermal resource development and regulation.
16. Recent research projects and literature on hydrocarbon or geothermal resources.
17. Principles of effective communication.

Ability to:

1. Reason logically and creatively in solving complicated hydrocarbon or geothermal resources problems.
2. Interpret and analyze scientific and engineering data.
3. Perceive impacts of findings and present ideas and information effectively.
4. Develop and utilize a variety of analytical and technological research techniques to resolve complex resource management and conservation problems.
5. Develop and evaluate alternatives and make recommendations.
6. Consult with and advise management, staff, and high-level government and industry personnel on hydrocarbon or geothermal issues, problems, and needs.
7. Gain and maintain the confidence and cooperation of others.
8. Represent the division before the Legislature and professional groups, at hearings, and at meetings with government and private agencies.
9. Analyze situations accurately and take effective action.
10. Act as a team or conference leader.
11. Utilize interdisciplinary teams in the conduct of studies and projects.
12. Establish and maintain project priorities.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Associate Oil and Gas Engineer** classification will be established by the California Department of Human Resources for use by:

Department of Conservation

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility. Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (Std. 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits will not be applied to the final score of competitors who are successful in this examination.

EXAMINATION INFORMATION

[Preview Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

We recommend using Chrome, Firefox, or Edge for optimal performance when accessing the examination.

Take the online [Training and Experience Evaluation](#) for the **Associate Oil and Gas Engineer** classification.

TESTING DEPARTMENTS

Department of Conservation

CONTACT INFORMATION

Questions regarding this examination should be directed to:

California Department of Human Resources, Selections Division

1515 S Street, North Building, Suite 400

Sacramento, CA 95811-7258

1-866-844-8671

California Relay Service: (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

EQUAL OPPORTUNITY EMPLOYER

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.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) 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 applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform 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.

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) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

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 competitor 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.