



Senior Oil and Gas Engineer (Specialist) & (Supervisor)

Class Code – 3727 and 3780

Exam Code – 5PB14

Department(s): Department of Conservation
Opening Date: June 8, 2015
Final Filing Date: Continuous Filing
Type of Examination: Open
Salary: \$9,350.00 – \$11,708.00

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.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation online at any time. Once you have taken the Training and Experience Evaluation, you may not retake it for 12 months.

If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process.

If you have any questions, please contact the:

California Department of Human Resources' Contact Center at 1-866-844-8671

OR

California Relay Service at 7-1-1

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

(*) TTY is a telecommunications device that is reachable only from telephones equipped with a TTY device.

An open, merged eligible list will be established by the California Department of Human Resources for use by the participating departments listed on this bulletin. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

Once you have taken the Training and Experience Evaluation, you may not retake it for 12 months.

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the exam is taken.

Minimum Qualifications

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.)

Senior Oil and Gas Engineer

(SPECIALIST)

EITHER I

Experience: [Two years of experience in the California state service performing the duties of an Associate Oil and Gas Engineer.](#)

OR II

Experience: Three years of experience in the California state service performing hydrocarbon or geothermal resources engineering duties in [a class at a level of responsibility equivalent to the class of Associate Oil and Gas Engineer.](#)

OR III

Experience: Five 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 [non-specialized 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.)

(SUPERVISOR)

EITHER I

Experience: [Two years of experience in the California state service performing the duties of an Associate Oil and Gas Engineer.](#)

OR II

Experience: Five 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 [non-specialized experience](#).)

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

Senior Oil and Gas Engineer (Specialist)

This is the staff specialist level of the series. Positions are characterized by assignments that require the most highly skilled practitioners who serve as prime resource persons and innovators in specialized areas of hydrocarbon or geothermal resource management programs. Positions in this class may function as lead persons over subordinate staff and team members.

The class of Senior Oil and Gas Engineer (Specialist) is distinguished from the Associate Oil and Gas Engineer classification by the assignment of projects characterized by complexity and sensitivity of work assignment and high skill level necessary to determine the feasibility, impact, or potential impact of a variety of hydrocarbon and geothermal operations, projects, or proposals on a statewide or regional basis.

Senior Oil and Gas Engineer (Supervisor)

This is the first full supervisory level. Incumbents have charge of activities of a small district; or assist in directing activities of a larger district; or direct a major technical or administrative program of division wide significance; prepare technical directives for oil field operations; direct and review the work of staff and train and evaluate their performance; represent the division at administrative and legislative hearings and meetings; prepare material for administrative hearings and assist in the preparation of legal actions; and prepare and review technical articles for publication.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

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. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

[Click here to preview the Training and Experience Evaluation.](#)

(SPECIALIST)

A. Knowledge of:

- Principles, methods, equipment, and terminology of petroleum engineering and geology
- Methods and equipment used in drilling, maintaining, and operating oil, gas, and geothermal wells
- California laws and regulations concerning the drilling, maintenance, operations, and abandonment of oil, gas, and geothermal wells
- Well operations
- Principles of effective supervision and safety practices
- The organization, policies, and objectives of the division and its operating units
- Advanced engineering technologies and trends in hydrocarbon or geothermal resources management problems in California
- Principles of research, design, and analytical techniques used in hydrocarbon and geothermal resources studies
- Principles of electronic data processing
- Principles of program planning and evaluation
- Social and economic aspects of hydrocarbon or geothermal resources development
- Principles of environmental planning and impact assessment
- Principles, practices, and trends in public policy development and evaluation
- Formal and informal aspects of the legislative and administrative regulation processes
- Federal, State, local government, and private agencies involved in hydrocarbon or geothermal resource development and regulation
- Recent research projects and literature on hydrocarbon or geothermal resources
- Principles of effective communication
- reservoir engineering
- resource assessment
- exploration and development technology
- subsurface geology
- analysis and evaluation of regulatory requirements
- resource price control
- resource information systems
- environmental assessments
- public resource management policy development and evaluation
- intergovernmental resource management
- special government task forces
- safety and legality of proposed operations
- methods of monitoring production
- injection and development including estimation of reserves
- efficiency of production operations.

B. Ability to:

- Reason logically and creatively in solving complicated hydrocarbon or geothermal resources problems
- Interpret and analyze scientific and engineering data
- Perceive impacts of findings and present ideas and information effectively
- Develop and utilize a variety of analytical and technological research techniques to resolve complex resource management and conservation problems
- Develop and evaluate alternatives and make recommendations

- Consult with and advise management, staff, and high-level government and industry personnel on hydrocarbon or geothermal issues, problems, and needs
- Gain and maintain the confidence and cooperation of others
- Represent the division before the Legislature and professional groups, at hearings, and at meetings with government and private agencies
- Analyze situations accurately and take effective action
- Act as a team or conference leader
- Utilize interdisciplinary teams in the conduct of studies and projects
- Establish and maintain project priorities.
- perform difficult and specialized engineering work of the division which requires the exercise of analytical skill, creativity, and critical judgment
- utilize technical expertise to provide consultative services and advice on the feasibility, impact, or potential of a variety of operations, projects, or proposals
- advise top management, staff, legislative bodies, governmental entities at all levels, and industry representatives on hydrocarbon or geothermal resources or resource management programs.
- advise top management, staff, legislative bodies, governmental entities at all levels, and industry representatives on hydrocarbon or geothermal resources or resource management programs.

(SUPERVISOR)

A. Knowledge of:

- Principles, methods, equipment, and terminology of petroleum engineering and geology
- Methods and equipment used in drilling, maintaining, and operating oil, gas, and geothermal wells
- California laws and regulations concerning the drilling, maintenance, operations, and abandonment of oil, gas, and geothermal wells
- Well operations
- Principles of effective supervision and safety practices
- The organization, policies, and objectives of the division and its operating units
- Advanced engineering technologies and trends in hydrocarbon or geothermal resources management problems in California
- Principles of research, design, and analytical techniques used in hydrocarbon and geothermal resources studies
- Principles of electronic data processing
- Principles of program planning and evaluation
- Social and economic aspects of hydrocarbon or geothermal resources development
- Principles of environmental planning and impact assessment
- Principles, practices, and trends in public policy development and evaluation
- Formal and informal aspects of the legislative and administrative regulation processes
- Federal, State, local government, and private agencies involved in hydrocarbon or geothermal resource development and regulation
- Recent research projects and literature on hydrocarbon or geothermal resources
- Principles of effective communication
- reservoir engineering
- resource assessment
- exploration and development technology
- subsurface geology
- analysis and evaluation of regulatory requirements
- resource price control
- resource information systems
- environmental assessments

- public resource management policy development and evaluation
- intergovernmental resource management
- special government task forces
- safety and legality of proposed operations
- methods of monitoring production
- injection and development including estimation of reserves
- efficiency of production operations.
- Principles and techniques of personnel management, labor relations, and supervision
- The organization's affirmative action objectives and a manager's role in meeting those objectives
- Oil, gas, and geothermal reservoir characteristics and behavior
- Safety and legality of proposed operations
- Methods in monitoring production and development, including estimation of reserves and efficiency of production operations.

B. Ability to:

- Reason logically and creatively in solving complicated hydrocarbon or geothermal resources problems
- Interpret and analyze scientific and engineering data
- Perceive impacts of findings and present ideas and information effectively
- Develop and utilize a variety of analytical and technological research techniques to resolve complex resource management and conservation problems
- Develop and evaluate alternatives and make recommendations
- Consult with and advise management, staff, and high-level government and industry personnel on hydrocarbon or geothermal issues, problems, and needs
- Gain and maintain the confidence and cooperation of others
- Represent the division before the Legislature and professional groups, at hearings, and at meetings with government and private agencies
- Analyze situations accurately and take effective action
- Act as a team or conference leader
- Utilize interdisciplinary teams in the conduct of studies and projects
- Establish and maintain project priorities.
- perform difficult and specialized engineering work of the division which requires the exercise of analytical skill, creativity, and critical judgment
- utilize technical expertise to provide consultative services and advice on the feasibility, impact, or potential of a variety of operations, projects, or proposals
- advise top management, staff, legislative bodies, governmental entities at all levels, and industry representatives on hydrocarbon or geothermal resources or resource management programs.
- Effectively plan, organize, direct, coordinate, and evaluate the work of others
- Motivate and supervise technical and professional engineers
- Apply the laws regulating oil, gas, and geothermal operations to specific proposals and form valid conclusions regarding safety and adequacy of operations
- Prepare technical directives and administrative orders to assist in proper oil field operation and good conservation policies and practices
- Act as a team or conference leader
- Utilize interdisciplinary teams in the conduct of studies and projects
- Establish and maintain project priorities
- Prepare, review, and edit written reports and proposals

- Effectively contribute to meeting the organization's affirmative action objectives.

If you have any questions concerning this announcement, please contact:

The California Department of Human Resources Selection 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.

Applications are available at www.jobs.ca.gov and local offices of the Employment Development Department

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 on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency 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. For more information, you may refer to the [classification specification](#).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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) service-wide promotional, 5) departmental open, and 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.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded 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 Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

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.

Bulletin Revision Date: 6/08/15

SUGGESTED RESOURCES TO HAVE AVAILABLE WHEN BEGINNING THE TRAINING AND EXPERIENCE EVALUATION

Employment History: Job Titles, organization name and addresses, name of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School name and address, degree(s) earned, date(s) attended, courses taken (Verifiable on a Transcript), person or office who can verify education, and phone numbers of persons listed above.

Training: Class titles, certifications received, name of a person who can verify your training and their contact information.

WHERE TO APPLY:

Once all of the information indicated above has been gathered, click the link below to be directed to the Training and Experience Evaluation. Upon completion of the Training and Experience Evaluation, the examination will be instantly scored.

[Click here to go to the Training and Experience Evaluation.](#)