



# Department of Conservation

Division of Oil, Gas, and Geothermal Resources  
(DOGGR)

## **Engineering Employment Workshop**

# Part I

# DOGGR HISTORY



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# DOGGR Mission Statement

The Division oversees the drilling, operation, maintenance, and plugging and abandonment of oil, natural gas, and geothermal wells. The regulatory program emphasizes the wise development of oil, natural gas, and geothermal resources in the state through sound engineering practices that protect the environment, prevent pollution, and ensure public safety.



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# Division Vacancies

- Since 2010/11, the Division has added 130 positions.
  - This includes 54 positions last year for the new Well Stimulation Treatment Program and 23 positions this year for our efforts in Data Management and Underground Injection Control.
- We currently have approximately 60 vacant positions throughout the division.
  - This includes approximately 20 positions in Bakersfield, 10 positions in Cypress and 20 positions in Sacramento.



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# Division Vacancies (cont.)

- Recently the Division announces a restructuring which will add more senior engineering positions throughout the Division.
- The Division is developing a comprehensive training program – Partnering with one of the top petroleum engineering institutions in the U.S.



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# Part II

# Engineering Classifications



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# Engineering Classifications

**Engineer Geologist**

**\$4,760.00 – \$8,961.00**

## **Oil and Gas Engineer (Series)**

**Associate Oil and Gas Engineer**

**\$8,383.00 – 10,490.00**

**Senior Oil and Gas Engineer**

**\$9,659.00 – 12,094.00**

**Supervising Oil and Gas Engineer**

**\$10,141.00 – 12,699.00**



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# Minimum Qualifications

Minimum qualifications refers to minimum level of experiences and/or education needed to apply for specific examinations and positions in State service. All class specifications can be found at [www.calhr.ca.gov](http://www.calhr.ca.gov). These are legal documents that must be adhered to.

A State issued driver's license may be required employment.



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# Engineering Geologist

Education: Equivalent to graduation from college with major work in **geology, engineering geology, or a closely related field** that includes coursework in geology. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Engineering Geologists must pass a physical health examination before a formal offer is made.



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# Associate Oil and Gas Engineer

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.



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# Senior Oil and Gas Engineer

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 nonspecialized experience.) and

Education: Equivalent to graduation from college with major work in **petroleum engineering, geology, or a closely related field.**



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# Supervising Oil and Gas Engineer

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**.



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# Part III

## How to Get a Job with DOGGR



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In accordance with the California state civil service process, becoming a California State employee consists of six steps:

1. Obtaining the Examination Information
2. Applying for an Examination
3. Taking an Examination
4. Locating a Vacant Position
5. Participating in a Hiring Interview
6. Probation



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# Step 1: Obtaining the Examination Information



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# Obtaining the Examination Information

Before you can be appointed to a permanent position, you must first take an examination to obtain list eligibility. Examination bulletins specify information that you will need to review to make sure you meet the **minimum qualifications** to take the exam. The examination bulletins also contain information that tells you how, where, and when to file for a particular exam.

Examinations can be located on the [State of CA Jobs Website](#)

To find out about specific DOGGR examinations, you may visit [DOGGR Career Opportunities](#)



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# Step 2: Applying for an Examination



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# Applying for an Examination

For online exams or exams requiring online registration information must be completed on candidate's profile before proceeding.

For exams that require candidates to mail in information complete a [State Application Form \(STD 678\)](#), and submit it as indicated on the examination bulletin.



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# Step 3: Taking an Examination



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# Taking an Examination

Civil service exams may include any of the following depending upon the classification: Structured Interviews, Written Tests, Work Samples or Performance Test, Training and Experience Evaluations and Supplemental Application. In order to move forward in the process, you must successfully pass the exam enabling placement on an **eligible list**. Notification of your exam results will be mailed to you.



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# Training and Experience Evaluations

Candidates are asked to provide information about their previous experience, educations, and training as it relates to specific job tasks.

These examinations are self-assessments, therefore, a candidate needs to be careful when reading and answering questions with all experiences, paid or unpaid.

Example: Analyzing well and/or underground injection applications to determine if they are in compliance with applicable laws and regulations.



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# Step 4: Locating a Vacant Position



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# Employment List

Successfully passing an exam will place candidates on an employment list. Once candidates receive their scores, either by mail or online, they are able to apply to positions with that are the same classification.

Remember that candidates will need to take an exam for each classification they are interested in applying for.



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Job opportunities are posted in two locations:

- The [Vacant Position Database \(VPOS\)](#) is a service provided by the State that contains information on current vacancies statewide.
- A departmental vacancy listing is available and can be accessed by going to [DOGGR Career Opportunities](#).



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# Step 5: Participate in a Hiring Interview



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# Participate in a Hiring Interview

While the examination is general, the hiring interview is unique to the particular department and vacancy. One classification can offer a wide variety of opportunities. The hiring process is designed to identify the person who best fits the needs of a single position.

When preparing for a hiring interview it is recommended that candidates review departmental information such as missions, values, and functions beforehand.



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# Step 6: Probation



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# Probation

All newly appointed state employees participate in a probation period that is usually 6 or 12 months depending on the job classification. During this time you will receive training related to your position, and will receive three performance reports tracking how well you are doing on the job. Most employees successfully pass the probationary period and become permanent staff.



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## CalHR on Taking an Exam

<https://www.youtube.com/watch?v=JcUvspvDsbw&feature=youtu.be>

## CalHR on How to Apply for Job Vacancies

<https://www.youtube.com/watch?v=uksCITbd0wY&feature=youtu.be>



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# OTHER IMPORTANT INFORMATION



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## TEST RESULTS:

Test results are either available immediately in the case of online examinations or may be mailed to candidates.



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## VETERANS PREFERENCE:

Veterans Preference is granted for some examinations. For information please contact CalHR.

<https://jobs.ca.gov/Job/VeteransInformation>



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## PROOF OF MINIMUM QUALIFICATIONS:

Upon request, it is the applicant's responsibility to provide proof of minimum qualifications to the requesting state department.

These may include copies of official college transcripts, degrees, and certificates.



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# EXAMINATIONS AND COMMON MISTAKES



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# Common Mistakes

In the exam process overall, common mistakes include:

- Not meeting the final filing date by either hand delivering or application post marked after the date given on the bulletin.
- Not fully reading the information provided before beginning examinations such as minimum qualifications.
- Not counting all experience, whether paid or unpaid, when answering questions.
- Reading the bulletin fully before starting the examination. Missing vital information in the bulletin may lead to a candidate not being successful in the examination.



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# Benefits of working for the State

These include but are not limited to:

Stable Work Environment

Health Insurance

Dental Insurance

Vision

Retirement/Pension

Paid Holiday, Vacation, Personal Days, and Sick Leave

Upward Mobility and Promotional Opportunities

For more information please visit

[www.calpers.ca.gov](http://www.calpers.ca.gov) and [www.calhr.ca.gov](http://www.calhr.ca.gov)



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# Questions?

For more information please visit the department website at  
[www.conservation.ca.gov](http://www.conservation.ca.gov)



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