

EXAMINATION BULLETIN



SENIOR OIL AND GAS ENGINEER (SUPERVISOR) Recruitment #103999-00103780-10CM02

Department(s):	Dept of Conservation
Opening Date:	8/2/2010 4:00:00 PM
Closing Date:	8/31/2010 5:00:00 PM
Type of Recruitment:	Departmental Open
Salary:	MONTHLY-RANGED-SALARY - \$8,492.00 to \$10,324.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide
Location(s):	Bakersfield Coalinga Cypress, LA Sacramento County Santa Maria Ventura

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or 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.

FILING INSTRUCTIONS

Final File Date: 8/31/2010

Application must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted for any reason.

Submit a standard state application (STD 678 Rev. 6/2010) to the following address:

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

APPLICATIONS MAY ALSO BE SUBMITTED ELECTRONICALLY AT THE STATE PERSONNEL BOARD **WEB SITE:** www.spb.ca.gov. (Further instructions can be found at the end of this bulletin)

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in part 2 of the application. You will be contacted to make specific arrangements.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY INFORMATION

\$8,492.00 - \$10,324.00 per month

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Department of Conservation. The 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 stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes must include "to" and "from" dates (month/day/year), time base, civil service class title(s), 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).

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", or "II", or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

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 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.)

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.)

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement.

POSITION DESCRIPTION

The Senior Oil and Gas Engineer (Supervisor) position is the first full-supervisory level in the Oil and Gas Engineer class series. Incumbents are responsible for

activities of a small district; or assist in directing activities of a larger district; or direct a major technical or administrative program of divisionwide significance. Incumbents 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; prepare and review technical articles for publication.

EXAMINATION INFORMATION

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%

This examination will consist of a Qualifications Appraisal Interview (QAP), weighted 100%. The QAP will consist of pre-determined job-related questions. It is anticipated that interviews will be scheduled in September/October 2010 in such locations as the number of candidates warrant.

SCOPE OF EXAMINATION

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 AND ABILITIES

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.
18. Principles and techniques of personnel management, labor relations, and supervision;
19. The organization's equal employment opportunity objectives and a manager's role in meeting those objectives;
20. Oil, gas, and geothermal reservoir characteristics and behavior;
21. Safety and legality of proposed operations;
22. Methods in monitoring production and development, including estimation of reserves and efficiency of production operations.

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, both orally and in writing;
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 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.
13. Perform difficult and specialized engineering work of the division which required the exercise of analytical skill, creativity, and critical judgment,
14. Utilize technical expertise to provide consultative services and advice on the feasibility, impact. or potential of a variety of operations, projects, or proposals.
15. Advise top management, staff, governmental entities at all levels, and industry representatives on hydrocarbonor geothermal resources or resource management programs;
16. Effectively plan, organize, direct, coordinate, and evaluate the work of others;
17. Motivate and supervise technical and professional staff;
18. Apply the laws regulating oil, gas, and geothermal operations to specific proposals and form valid conclusions regarding safety and adequacy of operations;
19. Prepare technical directives and administrative orders to assist in proper oil field operation and good conservation policies and practices;
20. Prepare, review, and edit written reports and proposals;
21. Effectively contribute to meeting the organization's equal employment opportunity objectives

SELECTION PLAN

09/01/2010 Application Screening
Sept/Oct 2010 Interview

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a valid certificate of registration as a professional engineer or geologist issued by a California State Board of Registration is preferred for appointment as a Senior Oil and Gas Engineer (Supervisor) in the California Division of Oil, Gas, and Geothermal Resources.

CONTACT INFORMATION

For hearing impaired or deaf candidates, call TDD: (916) 324-2555 (Sacramento)

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.)

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://spb.ca.gov/jobs/resources/jobspecs.htm>

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact **the Department of Conservation** three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, 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 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.

The testing department 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 competitors will be notified.

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

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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, 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.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college 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; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis. **NOTE: For peace officer classifications please refer to the testing department for special requirements.**

Department of Conservation, 801 K Street, MS 22-13, Sacramento, CA 95814, (916) 322-7685 and Sacramento TDD: (916) 324-2555.