Training and Experience Evaluation
Supervising Oil and Gas Engineer

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the hiring process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Number of Questions: 1 - 8

To answer all the test items (task statements) in this exam, you will be required to enter specific information about your experience, your education, and your formal training. Educational and work references will also be requested.

Be prepared to give specific information about the length and breadth of your work experience. Also, be prepared to provide specific information about where you received your education and training. Providing the type of education and/or formal training courses will also be necessary to complete this examination.

Verification of References
Before a hiring decision will be made, your responses will be verified. A hiring manager or personnel staff member will contact the references you have provided to confirm job dates, experiences, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

State of California • Natural Resources Agency
Department of Conservation
Human Resources Office
801 K Street • MS 22-13
Sacramento, CA 95814
(916) 322-7685 • FAX (916) 445-5130

Edmund G. Brown Jr., *Governor*
Tina H. Ramirez, *Chief*

Instructions

Respond to each of the following task statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

Any information not provided in this document can be counted as an incomplete answer and may not be scored.

Limited your responses to the space provided, additional responses or responses that reference an application or resume may not be score

When finished with the examination, print the completed package with signature and mail or hand deliever to the address listed below:

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

California Department of Conservation can not accept faxed or emailed applications at this time.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is not required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

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Task 1:

Monitoring staff to ensure they are using accepted engineering and/or geologic standards.

Please describe the following experience relevant to this task: work experience, both paid and volunteer, education, and work training.

I have _____ years/months' work experience involving this task.

Identify the references who can verify this information:

I have completed _____ semester or quarter college level units directly related to this task

Identify the university where this education was received:

List the relevant courses you have taken that are verifiable on a transcript:

I have completed ____ hours of training directly related to this task.

Provide the name and contact information of someone who can verify this information:

List all class titles relevant to this task/knowledge or ability:

Provide any certifications or acknowledgements you have received:

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Task 1:

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Provide relevant examples of more complex work you have been responsible for:

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Task 2:

Reviewing engineering and/or scientific data and reports to determine if operations are in compliance with State and federal statutes and regulations or industry best practices.

Please describe the following experience relevant to this task: work experience, both paid and volunteer, education, and work training.

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Task 3:

Providing input to proposed policies to address or clarify statute or oil, gas and/or geothermal best practices.

Please describe the following experience relevant to this task: work experience, both paid and volunteer, education, and work training.

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Task 4:

Providing training or coaching to staff to provide guidance, expectations, support and direction.

Please describe the following experience relevant to this task: work experience, both paid and volunteer, education, and work training.

I have _____ years/months' work experience involving this task.

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Task 5:

Providing technical guidance to audiences with varying levels of understanding.

Please describe the following experience relevant to this task: work experience, both paid and volunteer, education, and work training.

I have _____ years/months' work experience involving this task.

Identify the references who can verify this information:

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Task 6:

Determining priorities, scope and deadlines of assignments to delegate work to staff.

Please describe the following experience relevant to this task: work experience, both paid and volunteer, education, and work training.

I have _____ years/months' work experience involving this task.

Identify the references who can verify this information:

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Task 7:

Resolving employee performance issues by planning and implementing performance measures.

Please describe the following experience relevant to this task: work experience, both paid and volunteer, education, and work training.

I have _____ years/months' work experience involving this task.

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Task 8:

Resolving disagreements and conflict between staff and/or stakeholders.

Please describe the following experience relevant to this task: work experience, both paid and volunteer, education, and work training.

I have _____ years/months' work experience involving this task.

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Training and Experience Evaluation

Supervising Oil and Gas Engineer
Department of Conservation

Name: _____

Address: _____

_____

_____

Phone: _____

Completion of this form is a necessary part of the selection process and must be submitted with your application by the final filing date. CANDIDATES WHO DO NOT COMPLETE THIS TRAINING AND EXPERIENCE EVALUATION WILL BE ELIMINATED FROM THE SELECTION PROCESS.

The purpose of this Training and Experience Evaluation is to obtain enough job-related information to select the best qualified applicants to continue in the selection process.

Be sure to answer all questions completely and accurately. Some questions ask you to provide specific information so we may evaluate your qualifications. Describe specific, relevant examples from your background. OMITTED INFORMATION CANNOT BE CONSIDERED OR ASSUMED.

I understand that my references will be called to verify information provided in this Training and Experience Evaluation. .

I certify that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

_____ _____
Signature Date