



# Supervising Oil and Gas Engineer

Class Code: 3777 – Exam Code: 6PB36

Department: Department of Conservation  
Opening Date: July 19, 2016  
Final Filing Date: Continuous  
Type of Examination: Departmental Open  
Salary: \$10,729.00 - \$13,436.00

## 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 at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for 9 months.

## SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability, medical condition, or religious accommodation, please contact us via the information listed below.

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.

### **ELIGIBLE LIST INFORMATION**

An open, merged eligible list will be established by the California Department of Human Resources for use by the Department of Conservation. 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.

### **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test 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.) AND

Either I

Experience: Two years of experience in the California state service performing the duties of a Senior Oil and Gas Engineer (Specialist) or Senior Oil and Gas Engineer (Supervisor).

Or II

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. (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**

Incumbents have charge of the activities of a large oil and gas district and may coordinate activities for several districts; or direct more than one technical or administrative program of major importance within the division; represent the division at administrative and legislative hearings and meetings; supervise the preparation of technical directives for major program or field operations; prepare material for administrative hearings and assist in the preparation of legal actions; 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.

To preview the Supervising Oil and Gas Engineer Training and Experience Evaluation, select [Supervising Oil and Gas Engineer preview examination](#).

## KNOWLEDGE AND ABILITIES

### 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.
- Principles of effective supervision and safety practices.
- Advanced engineering technologies and trends in hydrocarbon or geothermal resources management problems in California.
- Social and economic aspects of hydrocarbon or geothermal resources development.
- Principles of environmental planning and impact assessment.
- Analysis and evaluation of regulatory requirements.
- Principles and techniques of personnel management, labor relations, and supervision.
- Oil, gas, and geothermal reservoir characteristics and behavior.
- Safety and legality of proposed operations.
- Principles of fiscal management, budgeting, and other administrative functions.
- Administrative hearing procedures and case preparation for processing legal actions.

### Ability to:

- Interpret and analyze scientific and engineering data.
- Develop and utilize a variety of analytical and technological research techniques to resolve complex resource management and conservation problems.
- Consult with and advise management, staff, and high-level government and industry personnel on hydrocarbon or geothermal issues, problems, and needs.
- Represent the division before the Legislature and professional groups, at hearings, and at meetings with government and private agencies.
- 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.
- 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.
- Establish and maintain project priorities.
- Prepare, review, and edit written reports and proposals.
- Coordinate the activities and develop uniform policies and procedures of the Division of Oil, Gas, and Geothermal Resources or for a statewide division program.

## VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on

an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

## CAREER CREDITS

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

## CONTACT INFORMATION

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

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.

## GENERAL INFORMATION

**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** 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 [Supervising Oil and Gas Engineer 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 [CalHR's Veterans' Information webpage](#), and the Department of Veterans Affairs.

**Bulletin Revision date: 7/18/16**

#### **FILING INSTRUCTIONS**

Click the link below to be directed to the Training and Experience Evaluation. Upon completion of the Training and Experience Evaluation, it will be instantly scored.

**\*Please remember to print a copy of your exam results for your records. It may take up to 5 business days for eligibility records to appear in your CalCareer profile.**

Select [Supervising Oil and Gas Engineer Training and Experience Evaluation](#) to access this online examination.