



CALIFORNIA STATE LANDS COMMISSION EXAMINATION ANNOUNCEMENT



The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

It is an objective of the State of California to achieve a drug-free State workplace. 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.

MINERAL RESOURCES INSPECTOR II OPEN - STATEWIDE EXAMINATION

FINAL FILING DATE **OCTOBER 26, 2017**

State Examination Applications (STD form 678) must be postmarked or submitted in person no later than the FINAL FILING DATE. Applications postmarked or personally delivered after the final filing date will not be accepted for any reason. **FAXED OR E-MAILED APPLICATIONS MAY NOT BE ACCEPTED.**

WHO SHOULD APPLY This is an open examination.
Candidates who meet the minimum qualifications, as stated below, may apply for this examination.

HOW TO APPLY Your State examination application (STD form 678) must be postmarked or received on or before **October 26, 2017**.
Submit the completed examination application by mail or in person to:

California State Lands Commission
Human Resources Office
100 Howe Ave., Ste. 100-S
Sacramento, CA 95825

- NOTE:**
- All applications must include: “to” and “from” dates (month/day/year); time base; civil service class titles; and an original signature.
 - Applicants using education to meet the minimum qualifications of this classification, must provide a copy of their official transcripts with their exam application package for the universities/colleges attended where the coursework or degree was received. Applicants providing copies of international official transcripts may need to provide an evaluation/translation from an educational credentials evaluation service to ensure that all the required coursework can be verified by the Commission. Applications without this information may be rejected.

PLEASE DO NOT SEND APPLICATIONS TO CalHR OR THE STATE PERSONNEL BOARD.
State Examination Applications (STD form 678) are available at www.calcareers.ca.gov.

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

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the “Examination/Employment Application”. You will be contacted to make specific arrangements.

SALARY RANGE \$4,486 – \$5,611 Per Month

The salaries used in this Exam Announcement are the latest available from the State Controller’s Office, but may not reflect recent salary adjustments.

ELIGIBLE LIST INFORMATION An eligible list will be established for the California State Lands Commission. 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.

EXAMINATION DATES This examination will consist of a Qualifications Appraisal Interview Weighted 100%.
It is anticipated interviews will be held during November/December 2017.

EXAMINATION ADMITTANCE REQUIREMENTS **NOTE:** All applicants must meet the minimum qualifications for this examination by the above **FINAL FILING DATE**.

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: One year of experience in the California state service performing the duties of a Mineral Resources Inspector I, Range B.

Or II: Four years of field experience in onshore and/or offshore petroleum or geothermal drilling, production, safety, or pollution control inspection work. (Graduation from a two-year college with major work in petroleum technology or completion of two years of college with major work in engineering or industrial technology may be substituted for two years of the required experience.)

POSITION DESCRIPTION Mineral Resources Inspectors monitor and inspect the drilling, production, safety, and pollution control operations of lessees of the State in order to ensure that lease provisions as well as State and Federal regulations are adhered to; inspect Lease Automatic Custody Transfer (LACT) meters and other measuring devices to ensure their accuracy and reliability; collect and conduct laboratory analysis on oil and gas samples; witness well testing operations; compute and verify drilling, production, and/or electrical generation data used in oil, gas, other hydrocarbons, and geothermal royalty calculations; maintain files and records of inspections and repairs; and investigate and report on pollution incidents and perform other difficult inspections in regard to oil, gas, other hydrocarbons, and geothermal operations.

This is the full journey person level. Incumbents independently perform the more responsible, varied, and complex petroleum and geothermal drilling, production, safety, and pollution control inspection work. Work at this level is defined by independence and consequence of actions taken. This class may lead lower level staff.

POSITION(S) MAY EXIST IN SACRAMENTO, SONOMA, ORANGE, or SANTA BARBARA COUNTY.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION	This examination will consist of a Qualifications Appraisal Panel (QAP) Interview – Weighted 100% . In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. COMPETITORS WHO DO NOT APPEAR FOR THE EXAMINATION WILL BE DISQUALIFIED.
SCOPE OF EXAMINATION	<p align="center">Qualifications Appraisal Panel (QAP) Interview – Weighted 100%</p> <p>In addition to evaluating the competitors' 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:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Terminology used in oil, gas, other hydrocarbons, or geothermal production2. Methods of gauging tanks and reading meters3. Methods of gathering and analyzing samples4. Safety equipment used in drilling and production operations <p>B. Ability to:</p> <ol style="list-style-type: none">1. Apply the required knowledge2. Read meters and apply correction factors to determine true volumes of oil, gas, other hydrocarbons, and steam3. Make calculations in connection with tests and apply results to determine oil, gas, other hydrocarbons, and geothermal values4. Establish and maintain cooperative relations with those contacted in the work5. Analyze situations accurately and take effective action6. Communicate effectively
EDUCATION AND EXPERIENCE	<p>If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. <u>For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application.</u> List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.</p> <p>A panel will evaluate your application and resume and will provide you with a score. In order to obtain a position on the Eligible List, a minimum rating of 70% must be attained in the examination.</p>
VETERANS' PREFERENCE	Veterans' Preference Credit will be granted in this examination in accordance with California Government Code 18973.1 and 18973.5.
CAREER CREDITS	Career Credit Points will <u>not</u> be granted in this examination.

GENERAL INFORMATION

The California State Lands Commission 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.

For any examination without a written feature it is the candidate's responsibility to contact the Human Resources Office of the California State Lands Commission, at 916-574-1910 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at California State Lands Commission (CSLC) offices, the CSLC website: www.slc.ca.gov , local office of the Employment Development Department, California Human Resources (CalHR), and the CalHR website at www.calcareers.ca.gov .

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

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 classification.

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. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento, Hercules and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

If a candidate's notice of examination fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

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 eligible list. 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 this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

Veterans' Preference Points: Effective January 1, 2014, Veterans' Preference will be awarded to qualifying Veterans passing any open exam in the form of Rank placement rather than points. All individuals awarded Veterans' Preference will be certified in Rank 1 of the eligibility list, regardless of score.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. **California Relay Telephone Service** for the Deaf or hearing impaired: From **TDD phones: 1-800-735-2929**; From **Voice phones: 1-800-735-2922**.

For information regarding this examination, please contact the California State Lands Commission Human Resources Office at 916-574-1910.

(Rev 8/23/17)