



## Civil Service Department

# Request for Provisional Appointment Form

### PURPOSE:

To establish a process for the review and authorization of provisional appointments to classified positions.

### RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 43 and [Civil Service Policy Section 1.02](#):

"When no priority or eligible list exists for a classification, which has been requisitioned and should no priority or eligible lists exist for comparable or allied classifications suitable for alternate list certification, the Commission may, after review, certify the names of individuals it considers to be qualified for provisional appointment to the classification. All provisional appointments shall be temporary and shall be valid only until a priority or eligible list becomes available for certification for the classification and is forwarded to the user department. However, no provisional appointment shall be valid beyond a 150 day period unless approved by the Commission." (*Civil Service Rules and Regulations Section 43*)

"Extensions of provisional appointments may be approved by the Civil Service Commission, if an eligible list has not been established after the allotted 150 days. When an eligible list for the classification, in which the provisional employee is serving, is established the provisional appointee shall be removed from provisional status within a thirty day period." (*Civil Service Policy Section 1.02*)

### PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Provisional Request Form.
  - Electronic version of the form is submitted to Human Resources for initial approval.
  - The requesting department completes Section I of this form. Civil Service completes Section II of this form.
- Provisional Request Form emailed to Civil Service Department Executive Assistant.
- Provisional Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department presents the need for a provisional appointment including: the recruitment bulletin/job flyer and recruitment plan.
- Commission Approves/Denies request.
- If approved, department conducts provisional recruitment as planned.
  - Provisional recruitments must be completed through Neogov (bulletin posting, job application, supplemental questions, and/or required proofs or certifications).
  - In creating your provisional bulletin, please reference past exam's recruitment bulletins and include the provisional disclaimer language\* below.
- **ONCE PROVISIONAL IS SELECTED, DEPARTMENT MUST CONTACT CIVIL SERVICE ANALYST AND SUBMIT THE FOLLOWING FOR ANALYST TO VERIFY MINIMUM QUALIFICATIONS ARE MET:**
  - Provisional appointee's application, a signed [Provisional Appointment Statement of Conditions](#), and any required documents i.e. proof of license, education, certificate, etc.
  - NOTE: Please submit the above documents for each appointee separately.
- Civil Service will notify the candidate of the conditions of the provisional appointment.
- Once provisional appointee is hired, department completes HR1.
- Once HR1 is received by Civil Service, the provisional item will be placed on the Consent Calendar for approval.

#### Human Resources Approval

Director or Designee:

A handwritten signature in black ink, appearing to be "J. Smith", is written over a horizontal line.

Date: 02/04/21

Effective Date: 10/10/2018

## SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

**DATE:** January 26, 2021

**DEPARTMENT:** Energy Resources (Gas & Oil)

**POSITION:** Petroleum Engineer **REQUISITION NUMBER:** ER 21-018

**TYPE OF PROVISIONAL REQUEST:** Provisional Appointment.

**NUMBER OF VACANCIES:** 1

**In the space below, please include an explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly.**

This position has historically been difficult to fill as the very specialized nature of the position and required qualifications have resulted in a very small pool of eligible candidates. This position is only one of three staff engineers that assist with overseeing subsidence for the City and it is critical that we start the process of filling this position as quickly as possible.

### **RECRUITMENT PLAN/STRATEGY**

☐ Are you recruiting: ☐ Internal Candidates ☐ External Candidates ☒ Both **ER**

☐ How are you advertising for the position? (i.e. job flyers, governmentjobs.com, etc.) **ER**

The position will be advertised on the City's internet website through NEOGOV. It will be posted as a provisional opportunity seeking applications from internal and external qualified candidates.

☐ What is the length of your recruitment? **ER**

The length of the recruitment will be two weeks.

☐ What exam process will be administered? (i.e. interview or other testing) **ER**

Eligible candidates will be interviewed by a panel of subject matter experts.

☐ Did you include a provisional language disclaimer\* on your provisional recruitment bulletin? Yes. **ER**

(\*Disclaimer language to include in the beginning of your provisional bulletin: "This is a provisional opportunity. All provisional appointments are temporary and valid until a priority or eligible list becomes available for the classification. Provisional appointments are valid for 150 days unless extended and approved by Civil Service Commission. If you want to be considered for this position permanently, you must go through the Civil Service examination process. If you are not selected to fill the position on a permanent basis, your provisional appointment will be terminated. For City Employees: if you hold permanent status in another classification, you will be reinstated back to the position you held before the provisional appointment.")

**In the space below include the Provisional Recruitment bulletin. Include: 1.) Job duties 2.) Minimum qualifications 3.) Provisional supplemental questions 4.) Copy of most recent job bulletin (attachment or copy and paste)**

See attached documents.

### **FOR PROVISIONAL APPOINTMENT – PROMOTIONAL**



## Civil Service Department

**NOTE:** Employees in the "feeder" classifications for the promotional opportunity should be given equal and fair opportunity to demonstrate their abilities to function in the promotional position.

Does a promotional list exist? ☐ YES ☒ NO **ER**

The date the vacancy occurred and circumstances surrounding vacancy. **10/24/20, Employee promoted to management** **ER**

**How the position, if left unfilled, would create a clear and substantial loss of revenue, a substantial curtailment of City services or create a City hazard.**

The Petroleum Engineer is vital for ensuring that operations are conducted safely without harm to the environment. With an aging facility, it is critical that mechanical integrity and inspection methods are conducted in a way that meet best practices. Regulatory inspections have recently increased and it is important the Department has an additional knowledgeable engineer to keep the oil operation in compliance and in good standing with regulators.

**Were other alternatives used for filling the vacancy? (For example: rotation, use of higher class pay, etc.)**

No alternatives are available for filling this vacancy at this time. The Oil Operations bureau has three budgeted Petroleum Engineers and two are vacant. The only Petroleum Engineer on staff cannot manage the workload of the three positions and there are no other bureau staff that currently possess the required qualifications to serve in this capacity.

### SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:

- ☒ **A valid requisition to fill the subject vacancy was received by the Civil Service Department for the classification in question.** ☒ YES ☐ NO **ER**
- ☒ **Include requisition number and date received by Civil Service:** ER21-018 and verified on 2/9/2021 **ER**
- ☒ **No existing promotional, priority or eligible list exists for this classification.** List expired on 6/7/2019 **ER**
- ☐ **If there is an eligible list, when does it expire?** N/A **ER**
- ☐ **Is any other department impacted? If yes, which department?** N/A **ER**
- ☒ **Provide notice to requesting department to attend Civil Service Commission Meeting.** **ER**

**Once the provisional appointee has been identified by the department, Civil Service will:**

- ☐ **Date initial provisional request was approved by Civil Service Commission:** Click or tap here to enter text.
- ☐ **Verify that the provisional appointee meets the minimum qualifications by reviewing the following items: provisional appointee's application; a signed Provisional Appointment Statement of Conditions; proof of license, education, certificate, etc. DATE COMPLETED:** Click or tap here to enter text.
- ☐ **Provisional appointee(s) selected by the Department:** Click or tap here to enter text.

- ☐ **Provide notice to the employee that the request is scheduled to be on the Civil Service Commission agenda. Notify the candidate of attendance options and of the terms and conditions of the provisional appointment. DATE COMPLETED:** [Click or tap here to enter text.](#)
- ☐ **Provide notice to the department that the request is scheduled to be on the Civil Service Commission agenda. (If the candidate does not meet the minimum qualifications, Civil Service will notify the department.)**
- ☐ **Civil Service Analyst will submit the verified form and other documents to Administrative Support Services and the Executive Assistant.**
- ☐ **Civil Service Analyst Verification (First and Last Name):** [Click or tap here to enter text.](#)



**Date:** February 17, 2021  
**To:** Civil Service Commission  
**From:** Elsa Ramos, Personnel Analyst  
**Subject:** REQUEST FOR PROVISIONAL APPOINTMENT FOR PETROLEUM ENGINEER

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On February 4, 2021, the Civil Service Department received correspondence from the Department of Energy Resources, requesting Civil Service Commission approval of one Petroleum Engineer Provisional appointment.

Staff has reviewed the request and recommends approval of the provisional appointment in accordance with Article V, Section 43 of the Civil Service Rules and Regulations and Section 1.02 of the Civil Service Commission Policies and Procedures.

Article V, Section 43 of the Civil Service Rules and Regulations allows an appointing authority to request a provisional appointment of an employee "When no priority or eligible list exists for a classification, which has been requisitioned and should no priority or eligible lists exist for comparable or allied classifications suitable for alternate list certification, the Commission may, after review, certify the names of individuals it considers to be qualified for provisional appointment to the classification."

**Facts for Consideration:**


- The Department of Energy Resources has one vacancy in the Petroleum Engineer classification due to a recent employee promotion.
- The Petroleum Engineer ensures that operations are conducted safely without harm to the environment. The Petroleum Engineer is responsible in reviewing the mechanical integrity and oversight of inspection methods and ensuring they align with best practices. Regulatory inspections have recently increased and the Department needs a knowledgeable engineer to keep the oil operation in compliance and in good standing with regulatory requirements.
- The Oil Operations bureau has three budgeted Petroleum Engineers and two are vacant. The only Petroleum Engineer on staff cannot manage the workload of the three positions and there are no other bureau staff that currently possess the required qualifications to serve in this capacity, thus the provisional appointment will greatly support the department's operations while the Civil Service Department runs the recruitment.
- Currently, there is no priority list; the last eligibility list expired in June 2019.

February 17, 2021

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- The recruitment for this provisional appointment will be available for internal and external candidates. The bulletin will be posted for two weeks.
- Requisition ER21-018 and ER-21-005 are both approved and available for this provisional request and the permanent vacancy.

The Department of Energy Resources has been informed that this request is on today's agenda. A department representative will be present to respond to any questions from the Civil Service Commission.

Date: February 9, 2021  
To: Civil Service Commission  
From: Sandra Aguilar, Personnel Officer, Energy Resources Department   
Subject: **REQUEST FOR PROVISIONAL APPOINTMENT RECRUITMENT**

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The Energy Resources Department is requesting approval to recruit for a Petroleum Engineer in accordance with Article V, Section 43 and Article IV, Section 27 of the Civil Service Rules and Regulations. The Department has approved requisitions on file with the Civil Service Department., ER 21-018 and ER 21-005, to fill the vacancy on a provisional and permanent basis, respectively.

The Department requested to fill this vacancy and has had an approved requisition on file since November 3, 2020. The Petroleum Engineer position is vital for ensuring that operations are conducted safely without harm to the environment. With an aging facility, it is critical that mechanical integrity and inspection methods are conducted in a way that meet best practices. Regulatory inspections have recently increased and it is important the Department has an additional knowledgeable engineer to keep the oil operation in compliance and in good standing with regulators. By filling this position with a provisional appointment, the Department will be able to properly staff our operations with a candidate that meets the requirements of the position and will be eligible to apply through the examination process.

If you have any questions, please contact me at (562) 570-2043.



## City of Long Beach Employment Opportunity

### **PETROLEUM ENGINEER**

Job Number: K34AN-18

**SALARY:** \$3,917.76 - \$5,902.88 Biweekly

**OPENING DATE:** 05/18/18

**CLOSING DATE:** 06/01/18 04:30 PM

### **DESCRIPTION:**



**Accepting online applications only. Apply online 24 hours a day, beginning May 18, 2018 through June 1, 2018.**

**EXAMPLES OF DUTIES:** Under direction, performs professional petroleum engineering work pertaining to oil field development, oil and gas production/injection operations, enhanced recovery methods, coordinates or participates in multi-organizational teams; assist with and report on Reservoir Management Team's well review sessions; work with Division Engineer to develop simulation models for subsidence management; conducts reserves-based probabilistic field life forecasts and City cash flow predictions from oil funds based on various oil price and operating conditions and writes report to Director; may direct and/or participate in field work in connection with drilling and production operations; observes and reviews formation tests, coring, cementing, surveys, remedial and production operations; reviews and analyzes electric logs and makes well completion recommendations; evaluates contracts and regulations; prepares and presents formal written and oral presentations to City, Department, contractor, and regulatory personnel; ensures compliance with environmental and safety regulations; may supervise, coordinate, plan, assign, train, direct and evaluate subordinate personnel; and performs other related duties as required.

### **REQUIREMENTS TO FILE:**

**Candidates must meet all of the following requirements, A, B, and C:**

- A. Current registration as a Petroleum Engineer in the State of California or current registration as a Petroleum Engineer in another state and the ability to obtain registration with the State of California prior to passing probation **(proof required)**.
- B. A bachelor's degree in Petroleum Engineering, Geology or a closely related field from an accredited four-year college or university **(proof required)**. \*
- C. Five or more years (paid full-time equivalent) of recent experience in petroleum engineering, petroleum geology, or oil field operations, including a thorough understanding of economic evaluation techniques of oil field development projects.

Master's degree in Petroleum Engineering may be substituted for one year of the required experience. **(proof required)** \*.



**Additional Requirements to File:**

- Knowledge of spreadsheets, word processing, and other business and technical industry standard petroleum engineering software.

Proof of a valid Class C motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at time of selection.

**DESIRABLE QUALIFICATIONS:** Wilmington Oil Field experience; reservoir simulation experience using ECLIPSE FrontSim; diverse petroleum engineering experience, including reservoir, well stimulation operations, drilling/completion, and mature waterflood.

**\*Proof of required documents, such as registration certificate, degree or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

**SELECTION PROCEDURE: EXAMINATION WEIGHTS:**

Application Packet..... Qualifying

This examination will be conducted using the continuous non-competitive procedure. All applicants meeting the minimum requirements to file will be placed on the eligible list, with those receiving Veteran's Credit first and then in the order in which applications were filed. Eligible lists may be established periodically.

**If you have not received notification of the status of your application by June 15, 2018, please contact the Civil Service Department at (562) 570-6202.**

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with the public.



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For hearing impaired, call (562) 570-6638.  
An Equal Opportunity Employer.

?K34AN-18 KRR

CSC 5/16/18

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/longbeach>

Civil Service Department  
333 W. Ocean Blvd., 7th FL  
Long Beach, CA 90802  
(562) 570-6202

[civilservice@longbeach.gov](mailto:civilservice@longbeach.gov)

Position #K34AN-18  
PETROLEUM ENGINEER  
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**PETROLEUM ENGINEER Supplemental Questionnaire**

- \* 1. **INSTRUCTIONS:** The purpose of this supplemental application is to derive more specific information about your qualifications for this position. This form will serve as the basis for qualifying candidates on the eligible list. Be specific and detailed in your responses. Do not leave any questions unanswered. If you have no experience, please so indicate. Resumes will not be considered as part of the Civil Service application process and may not be substituted in lieu of the completed application or supplemental applications. Do you understand the above information?
- ☐ Yes   ☐ No
- \* 2. **REQUIREMENTS TO FILE:** Please indicate under which of the following options you qualify for the Petroleum Engineer position.
- ☐ Possession of a current registration as a Petroleum Engineer in the State of California (proof required) \*.
- ☐ Possession of a current registration as a Petroleum Engineer in another state and the ability to obtain registration with the State of California prior to passing probation (proof required). \*
- ☐ I do not meet the aforementioned requirements as described above. Selecting this option will disqualify you from the Petroleum Engineer position.
- \* 3. Do you possess a bachelor's degree in Petroleum Engineering, Geology or a closely related field from an accredited four-year college or university? (proof required) \*
- ☐ Yes, I have attached my proof with this application.
- ☐ No, selecting this option will disqualify you from the Petroleum Engineer position.
- \* 4. Do you possess five or more years (paid full-time equivalent) of recent experience in petroleum engineering, petroleum geology, or oil field operations, including a thorough understanding of economic evaluation techniques of oil field development projects?
- ☐ Yes
- ☐ No, selecting this option will disqualify you from the Petroleum Engineer position.
- \* 5. Do you have good working knowledge of spreadsheets, word processing, and other business and technical industry standard petroleum engineering software?
- ☐ Yes
- ☐ No
- \* 6. **EXPERIENCE:** As a requirement to file for the position of Petroleum Engineer, candidates must have at least five or more years (paid full-time equivalent) of recent experience in petroleum engineering, petroleum geology, or oil field operations, including a thorough understanding of economic evaluation techniques of oil field development projects. Describe your paid professional experience and include the following: 1) Job Title; 2) Employer Name; 3) Dates of Employment; 4) Hours per week worked; 5) Job related duties. If you do not have any experience, type N/A.
- \* 7. **DESIRABLE QUALIFICATIONS:** Do you possess Wilmington Oil Field experience?
- ☐ Yes
- ☐ No
- \* 8. Do you possess reservoir simulation experience using ECLIPSE FrontSim?
- ☐ Yes
- ☐ No
- \* 9. Diverse petroleum engineering experience is desirable, please describe your experience including reservoir, well stimulation operations, drilling/completion, and mature waterflood. Include the following: 1) Job Title; 2) Employer Name; 3) Dates of Employment; 4) Hours per week worked; 5) Job related duties. If you do not have any experience, type N/A.
- \* 10. **General Questions:** Are you claiming Veteran's Preference? Note: If you answer "YES", a copy of your DD-214 Member 4 Form (or other appropriate documentation) must be attached with your application at time of filing.

☐ Yes ☐ No

- \* 11. I understand that proof of required documents must be submitted as attachments at the time of filing online. I also understand that failure to submit all required documents at time of filing will result in the application being considered incomplete. Proofs may include the following below: • Degree or college transcripts • Registration as a Petroleum Engineer • DD 214 Member 4 Form or other appropriate documentation, if claiming Veteran's Preference

☐ Yes ☐ No

- \* 12. Please note that candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.

For information on evaluation services: [Education Evaluation Services](#)

Do you understand the information above?

☐ Yes ☐ No

- \* 13. **Acknowledgment:** I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment. I understand that if I am offered employment I will be required to successfully pass a medical examination. Do you understand these stipulations?

☐ Yes ☐ No

- \* Required Question



CITY OF LONG BEACH  
ENERGY RESOURCES DEPARTMENT  
PROVISIONAL OPPORTUNITY

## PETROLEUM ENGINEER I - II

\$51.450 - \$77.52 per hour

### THE POSITION

The Energy Resources Department has an opportunity for a full-time, provisional Petroleum Engineer I – II in the Oil Operations Bureau. This position provides support to the Reservoir Division and reports to the Division Engineer.

This is a provisional opportunity. All provisional appointments are temporary and valid until a priority or eligible list becomes available for the classification. Provisional appointments are valid for 150 days unless extended and approved by Civil Service Commission. If you want to be considered for this position permanently, you must go through the Civil Service examination process. If you are not selected to fill the position on a permanent basis, your provisional appointment will be terminated. For City Employees: if you hold permanent status in another classification, you will be reinstated back to the position you held before the provisional appointment.

### EXAMPLES OF DUTIES:

Under direction, performs professional petroleum engineering work pertaining to: oil field development, oil and gas production/injection operations, enhanced recovery methods, coordinates or participates in multi-organizational teams; assist with and report on Reservoir Management Team's well review sessions; conducts reserves-based probabilistic field life forecasts and City cash flow predictions from oil funds based on various oil price and operating conditions; may direct and/or participate in field work in connection with drilling and production operations; observes and reviews formation tests such as coring, cementing, surveys, remedial and production operations; reviews and analyzes electric logs and makes well completion recommendations; evaluates contracts and regulations; prepares and presents formal written and oral presentations to City, Department, contractor, and regulatory personnel; ensures compliance with environmental and safety regulations; and performs other related duties as required.

**DESIRABLE QUALIFICATIONS:** Wilmington Oil Field experience

### APPLICATION PROCESS

This recruitment will close on \_\_\_\_\_

Interested candidates must submit a completed application, including a cover letter. The most qualified candidates will be invited to participate in the selection process. Applications that do not meet the minimum requirements, including submission of all required attachments, will not be considered.

### MINIMUM REQUIREMENTS:

This position is open to candidates meeting the following minimum qualifications:

- Graduation from an accredited college or university with a Bachelor's degree in Petroleum Engineering, Geology or closely related field; **AND**
- Five (5) years of recent experience in petroleum engineering, petroleum geology, and oil field operations {Wilmington Oil Field experience is desirable};
- A Master's degree in Petroleum Engineering may be substituted for one (1) year of experience;
- A Doctoral degree in Petroleum Engineering may be substituted for two (2) years of experience;
- Registration as a Petroleum Engineer in the State of California;
- Knowledge and ability to operate computers using spreadsheets, word processing, and other business and technical software pertaining to petroleum engineering;
- A valid motor vehicle operator's license. A current DMV driving record must be submitted to the hiring department at time of selection. Selected candidate will be required to obtain a California motor vehicle operator license within six months of employment, if license is out of state.

*This information is available in an alternate format by request to the Long Beach Energy Resources Personnel Services Division at (562) 570-2043. If you require an accommodation because of a disability to participate in any phase of the selection process, please contact the Personnel Division.*

**THE ENERGY RESOURCES DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER THAT VALUES & ENCOURAGES DIVERSITY IN ITS WORKFORCE.**