

STATE OF NEBRASKA CLASS SPECIFICATION
OIL AND GAS CONSERVATION DEPUTY DIRECTOR

EST: 09/11 - REV: 00/00
CLASS CODE: G09720

DESCRIPTION: Under administrative direction, coordinates and monitors agency programs and operations statewide; advises agency director on program issues and status and assists in developing and administering agency policies and procedures; serves in an acting capacity of the agency director in his/her absence; performs related work as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Assists the agency director in the implementation of daily administrative functions with the agency.

Administers and enforces laws and regulations pertaining to statewide agency programs and operations.

Analyzes and provides input into program changes and direction of new projects.

Assists the agency director in preparing the agency budget; monitors and reports on expenditures to ensure adherence to the developed budget.

Monitors State and federal legislation that may impact the Commission or the regulated industry; develops and provides testimony before legislative committees.

Prepares and finalizes rule changes to ensure continual compliance with related State and federal regulations.

Reviews Operator applications and conducts public hearings to approve/deny applications; reviews work of Operators to ensure compliance within related State and federal rules and regulations and assesses fines.

Administers the Underground Injection Control Program; develops program goals and objectives and ensures proper implementation through supervised staff.

Presents information at public meetings or meetings with other agencies or interested parties to explain agency goals, specific program plans and resource allocation decisions.

Promotes the development, production and utilization of oil and gas resources in the State. Represents the agency and the State on national organizations.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: principles and practices of petroleum engineering science and technology; oil and gas reservoirs; State and federal rules and regulations pertaining to petroleum engineering and petroleum geology; business and management principles involved in strategic planning, resource allocation, production methods and coordination of people and resources; the principles and techniques of supervision and staff development; budget administration practices.

Skill in: communicating to convey information so others will understand; using logic and reasoning to identify alternative solutions; identifying complex problems to develop and evaluate options and implement solutions.

Ability to: learn, apply and interpret agency policies and procedures; identify and relate pertinent pieces of information to form conclusions; establish program objectives or performance goals and assess progress; formulate policies to meet identified needs, goals or objectives; respond to changes in direction, priorities and agency values; exercise judgment, decisiveness and creativity in critical and/or unexpected situations; establish and maintain satisfactory working relationships with agency staff, external partners and the public; plan, assign and supervise the work of others.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in earth science, petroleum geology, petroleum engineering or related field plus seven years experience in petroleum engineering including experience in management or program administration. OR Master's degree in any of the above mentioned field plus five years experience in petroleum engineering including experience in management or program administration.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).