

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 1637100

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| Mineral Resources Specialist 1, Grade 15 | 1637100 |
| Mineral Resources Specialist 2, Grade 20 | 1637200 |
| Mineral Resources Specialist 3, Grade 24 | 1637300 |
| Mineral Resources Specialist 4, Grade 27 | 1637400 |
| Mineral Resources Specialist 5, M-4 | 1637500 |

Brief Description of Class Series

Mineral Resources Specialists perform technical and environmental reviews for well permits, underground storage permits, mineral resource extraction, environmental suitability and impact, and operational safety, and perform site inspections, audits, and investigations of suspected environmental or safety violations or non-routine accidents.

These positions are classified only in the Department of Environmental Conservation.

Distinguishing Characteristics

Mineral Resources Specialist 1: appoint-level; performs routine environmental and technical reviews and analyses under the direction of higher-level staff.

Mineral Resources Specialist 2: full performance-level; conducts technical and environmental reviews for all Environmental Conservation Law (ECL) Article 23 well permits; performs compliance inspections of drilling, plugging, and production equipment, underground natural gas storage, liquefied petroleum gas storage, and solution salt mining facilities.

Mineral Resources Specialist 3: first supervisory level; supervises the work of lower-level Mineral Resources Specialists and Mineral Resources Technicians; may oversee specialized and complex mineral resources projects and investigations; performs complex mineral resources analyses and studies.

Mineral Resources Specialist 4: second supervisory level; manages a specialized portion or assigned geographic area of the statewide mineral resources program; signs permit; oversees and directs the work of an assigned work section or regional permitting/inspections staff.

Mineral Resources Specialist 5: managerial level; oversees the work of a bureau with multiple technical sections headed by Mineral Resources Specialists 4 or Mined Land Reclamation Specialists 3; assists with directing the statewide administration of portions of the mineral resources and mined land programs; assists in the overall administration and direction of the statewide mineral resources and mined land programs.

Illustrative Tasks

Mineral Resources Specialists 1 & 2

Performs technical and environmental reviews for well permits, underground gas storage permits, mineral resource extraction, environmental suitability and impact, and operational safety.

Inspects, audits, and investigates suspected environmental or safety violations.

Analyzes and reviews inspection and withdrawal/production data.

Assists with routine compliance inspections and performs basic analyses of inspection and withdrawal/production data.

Investigates complaints, accidents, and routine incidents regarding drilling operations and production

Conducts mineral resources analyses and studies.

Mineral Resources Specialist 3

Evaluates suitability of reservoirs for underground gas storage.

Analyzes secondary and tertiary recovery methods for environmental and technical suitability.

Prepares affidavits and presents testimony and serves as a State witness at public hearings and court proceedings.

Administers onshore leasing programs.

Assists in public information and intergovernmental relations, as needed.

Assists in the management and enhancement of program-related computerized information management systems.

Evaluates new or modified production and extraction techniques and facilities to determine technical and environmental acceptability.

Manages and oversees specialized and complex mineral resources projects and investigations and assists the Mineral Resources Specialist 4 in setting work priorities, scheduling work, and acting on their behalf during any absence.

Supervises and trains lower-level professional, technical, and other support staff.

Mineral Resources Specialist 4

Supervises and evaluates the work of subordinates, including the preparation of work plans, work assignments, and priorities.

Provides technical services to an assigned division and to operators, municipalities, other agencies, and the public.

Develops and enhances program related computerized information management services.

Leads the most difficult and controversial studies and investigations.

Reviews permits for environmental suitability and compliance with ECL Article 23 and associated regulations, and signs permits.

Modifies and updates regulations and policies to ensure the efficient recovery of oil and gas resources, while protecting public health, safety, and the environment.

Assists the Mineral Resources Specialist 5 with various tasks, including acting on their behalf during any absence.

Mineral Resources Specialist 5

Develops and directs work plans and priorities.

Assists the Director Division of Mineral Resources in the development and modification of statewide mineral resources regulation and permitting policies.

Ensures that statewide program operations are consistent with operating policies and applicable laws, rules, and regulations.

Represents the agency on mineral resources issues with elected officials, federal, local, and other state government entities.

Minimum Qualifications

Mineral Resources Specialist 1

Open competitive: a bachelor's degree or higher in engineering, geochemistry, geology, geophysics, or geosciences.

Mineral Resources Specialist 2

Promotion: one year of service as a Mineral Resources Specialist 1.

Open Competitive: a bachelor's degree or higher in engineering, geochemistry, geology, geophysics, or geosciences and one year of professional-level experience in drilling, development, or production for oil, gas, solution mining, or underground gas storage.

Mineral Resources Specialist 3

Promotion: one year of service as a Mineral Resources Specialist 2.

Open Competitive: a bachelor's degree or higher in engineering, geochemistry, geology, geophysics, or geosciences and three years of professional-level experience in drilling, development, or production for oil, gas, solution mining, or underground gas storage.

Mineral Resources Specialist 4

Promotion: one year of service as a Mineral Resources Specialist 3.

Open Competitive: a bachelor's degree or higher in engineering, geochemistry, geology, geophysics, or geosciences and four years of professional-level experience in drilling, development, or production for oil, gas, solution mining, or underground gas storage.

Mineral Resources Specialist 5

Promotion: one year of service as a Mined Land Reclamation Specialist 3 or a Mineral Resources Specialist 4.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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