

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Mineral Resources

SERIES NO.:

2293

MAJOR AGENCIES:

Natural Resources-Division of Mineral Resources Management

EFFECTIVE DATE:

10/26/2008

SERIES PURPOSE:

The purpose of the mineral resources inspector occupation is to ensure the health and safety of the public and to perform inspections for environmental protection of soils, water and certain non-renewable mineral resources and to enforce Ohio Revised Codes 1509, 1513, and 1514.

At the first level, incumbents independently inspect various oil and gas and solution mining industry or coal surface mines or mineral surface mining activities for compliance.

At the second level, incumbents independently inspect and document activities for two of the following disciplines: coal surface mines, mineral surface mining sites, or various oil and gas and solution mining industry activities for compliance.

At the third level, incumbents independently inspect and document activities on coal surface mines, mineral surface mining sites and various oil and gas and solution mining industry activities for compliance, or serve as senior inspector by providing technical assistance regarding field enforcement activities.

At the first administrative level, incumbents serve as assistant regional manager or manage office in assigned geographical region as assigned and provide technical assistance regarding field enforcement activities of assigned mineral resources regulatory program (e.g., industrial minerals coal regulatory; oil and gas wells) and supervise lower-level mineral resources inspectors.

At the second administrative level, incumbents serve as regional manager and plan and administer field enforcement activities of multiple mineral resources regulatory programs (e.g., coal regulatory; industrial minerals; oil and gas wells), establish program goals and workforce objectives, establish priorities and monitor program efficiency and supervise lower-level mineral resources staff (e.g., mineral resources inspectors; mineral resources administrator).

CLASS TITLE

Mineral Resources Inspector 1

CLASS NUMBER

22931

PAY RANGE

30

EFFECTIVE

10/26/2008

CLASS CONCEPT:

The first full performance level works under general supervision & requires considerable knowledge of natural sciences or related field of study (e.g., geology; chemistry; hydrology; biology; agronomy) in order to independently inspect various oil & gas & solution mining industry or coal surface mines or mineral surface mining activities for compliance with applicable laws, rules & regulations & write inspection reports.

CLASS TITLE

Mineral Resources Inspector 2

CLASS NUMBER

22932

PAY RANGE

31

EFFECTIVE

10/26/2008

CLASS CONCEPT:

The second full performance level works under general supervision & requires considerable knowledge of natural sciences or related field of study (e.g., geology; chemistry; hydrology; biology; agronomy) in order to independently inspect & document activities for two of the following disciplines: coal surface mines &/or mineral surface mining sites &/or various oil & gas & solution mining industry activities for compliance with applicable laws, rules & regulations & write inspection reports.

CLASS TITLE

Mineral Resources Inspector 3

CLASS NUMBER

22933

PAY RANGE

32

EFFECTIVE

10/26/2008

CLASS CONCEPT:

The advanced level requires thorough knowledge of natural sciences or related field of study (e.g., geology; chemistry; hydrology; biology; agronomy) in order to independently inspect & document activities on coal surface mines, mineral surface mining sites & inspect various oil & gas & solution mining industry activities for compliance with applicable laws, rules & regulations, or serve as senior inspector by providing technical assistance regarding field enforcement activities.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Mineral Resources Administrator 1	22935	13	05/05/2002

CLASS CONCEPT:

The first managerial level class works under administrative direction & requires thorough knowledge of assigned mineral resources regulatory programs in order to serve as assistant regional manager or manage office in assigned geographical region as assigned & provide technical assistance regarding field enforcement activities (e.g., inspections/investigations of well drilling, deepening, reopen, conversion, construction, completion, producing or plugging operations of oil & gas wells, injection wells & contract compliance in plugging/restoration of idle & orphan well projects; inspections/investigations of coal surface mines, deep mines & industrial minerals surface mine sites to ensure compliance with applicable Ohio revised codes) of assigned mineral resources regulatory program (e.g., industrial minerals; coal regulatory; oil & gas wells) & supervise lower-level mineral resources inspectors.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Mineral Resources Administrator 2	22936	14	05/05/2002

CLASS CONCEPT:

The second managerial level class works under administrative direction & requires thorough knowledge of assigned mineral resources regulatory programs in order to serve as regional manager in primary office of assigned geographical region, plan & administer field enforcement activities of multiple mineral resources regulatory programs (e.g., coal regulatory; industrial minerals; drilling & plugging for oil & gas wells; solution mining; brine transportation; mine safety regulatory & safety training; abandoned mine lands; underground injection control program for injection wells; plugging activity for idle & orphan wells), establish program goals & workforce objectives, establishes priorities & monitor program efficiency & supervises lower-level mineral resources staff (e.g., mineral resources inspectors; mineral resources administrator).

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Mineral Resources Inspector 1	22931	07	10/26/2008	30

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Independently inspects various oil & gas & solution mining industry activities for compliance with Chapter 1509 of Ohio Revised Code, & rules adopted thereunder, permit conditions & orders by chief, witnesses & documents installation of surface casings in well bores for protection of underground potable water sources, determines adequacy of well casing cementing methods & inspects drilling rig blowout prevention tests, monitors all phases of drilling, plugging, abandonment & saltwater transport & disposal operations, evaluates contamination & pollution of soil or water resources & inspection & approval of restoration of disturbed land areas, verifies maps for spacing & acreage requirements of proposed well sites & writes inspection reports,

OR

Inspects industrial mineral surface mining sites or inspects coal surface & forfeited mine sites for compliance with Chapter 1513 or Chapter 1514 of Ohio Revised Code mining laws & rules & approved mining/reclamation plans for purpose of restoring capability of land disturbed by mining, & protecting environment & rights, health & safety of landowners & general public (e.g., collects water, spoil, soil samples &/or prepares samples for testing; investigates complaints; reviews reports, verifies mine site maps & prepares summary; documents observations, collects evidence of violations & issues or drafts enforcement actions; advises operators of needed compliance & reclamation work; evaluates site action & vegetative success to make recommendations to chief for release of performance bonds; evaluates quality of backfilling & grading of mined areas, replacement of topsoil, drainage controls & establishment of vegetation; conducts on-site pre-mining investigations to verify soils, vegetation, stream & facility locations, quantity, quality & accuracy prior to permit decisions; drafts civil penalty assessments under supervision of lead worker or administrator; documents site conditions in inspection reports).

Investigates general complaints from landowners, state & local officials involving damage, pollution or contamination of groundwater due to drilling, production or plugging of oil & gas wells, annular disposal, injection or solution mining wells; inspects wells & well sites including storage tank batteries, pipelines, injection wells & enhanced recovery & solution mining wells; writes investigation reports of findings & recommendations; answers routine inquiries from public or government officials regarding all aspects of well or mining activities, site restoration, or pollution/contamination from such activities; attends meetings, workshops & training & makes presentations as needed; reviews permit applications, renewals & mid-term reviews (e.g., reviews proposed industrial mineral or coal mine sites; reviews proposed drainage control plans for compliance; identifies site specific or local geologic/hydrologic factors).

Collects evidence & makes recommendations for corrective actions to protect public health & safety, issues notices of violation & recommends issuance of orders by chief & prepares evidence & report necessary for civil or criminal prosecution as appropriate; recommends policy & work recommendations (e.g., recommends course of enforcement action; recommends input on proposed policy revisions; recommends specific permit conditions); consults with supervisor regarding controversial complaint reviews, legal referrals (i.e., chief's orders) & regarding very technical evaluations (e.g., mining; well construction; hydrology); resolves new or unexpected problems (e.g., variable field circumstances throughout state; irate citizens/industry).

Files criminal complaints on behalf of division chief; appears as witness to provide testimony as to observations & evidence collection; performs research of courthouse records; operates personal computer to enter, edit, verify, & print data & reports; operates testing equipment (e.g., gas detector; pressure gauges; GPS; water testing equipment); testifies at administrative & judicial proceedings as assigned; attends meetings with public, federal & state agencies; investigates complaints as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of natural sciences (e.g., water wells, soil erosion; pollution/contamination) state & federal laws, rules & regulations & agency policies & procedures applicable to mineral resources programs*; safety practices. Skill in operation of personal computer; testing equipment (e.g., gas detector; pressure gauges; GPS; water testing equipment); 4 wheel drive motor vehicle*. Ability to define problems, collect, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; use proper research methods in gathering data; gather, collate & classify information about data, people or things; compose technical reports, inspection reports & professional correspondence; communicate verbally & in writing; resolve complaints from angry citizens & government officials; demonstrate physical fitness.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in natural science (e.g., geology; chemistry; hydrology; biology; agronomy); 1 course or 3 mos. exp. in public relations or communications; 1 course or 3 mos. exp. in operation of personal computer; must be able to provide own transportation; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

Note: Any new hire accepted for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will not be offered employment per Section 123:1-76-09 of Ohio Administrative Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; conducts field inspections in inclement weather, on rough terrain & in high vegetation growth (e.g., briars; brush; tall weeds; wet lands; creeks; hills) while carrying testing equipment weighing up to 20 lbs.; exposed to loud noises, dirt, mud at mine/well sites; may be exposed to toxic substances, blasting & potentially dangerous conditions at mine/well sites; spends high percentage of time alone in automobile in remote areas; on call 24 hrs, 7 days per week; works around heavy equipment.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Mineral Resources Inspector 2	22932	07	10/26/2008	31

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Independently inspects & documents activities for two of the following disciplines: coal surface mines &/or mineral surface mining sites &/or various oil & gas & solution mining industry activities for compliance with applicable Ohio Revised Codes (e.g., Chapter 1509; 1513; 1514) & rules adopted thereunder, & approved mining & reclamation plans,

&

If assigned coal surface mines or mineral surface mining site activities, collects water, spoil & soil samples & prepares samples for testing, evaluates mine sites for required reclamation & measures & calculates acreage for land disturbed for performance bond adequacy, investigates complaints from citizens or government representatives regarding blasting damage, water well diminution or contamination, drainage onto or flooding of adjoining properties, & stream pollution, reviews reports & maps of mine sites for accuracy, verifies acreage determinations, creates inspection reports & drafts enforcement orders including required remedial actions to abate violations, monitors sites for compliance with issued orders, inspects reclaimed areas, evaluates success in achieving reclamation standards including grading, soils replacement, re-vegetation, & stabilization requirements & makes recommendations to division chief for release of required performance bonds, meets with mine operators & representatives to discuss & defend actions taken, remedial work required or orders issued,

OR

If assigned to various oil & gas & solution mining industry activities, ensures compliance with ORC Chapter 1509, permit conditions & orders by chief, & performs duties specific to various oil & gas & solution mining industry activities (i.e., witnesses, documents & inspects installation of surface casings in well bores for protection of underground potable water sources, determines adequacy of well casing cementing methods & inspects drilling rig blowout prevention tests, monitors all phases of drilling, plugging, abandonment & saltwater transport & disposal operations, inspects wells & well sites including storage tank batteries, pipelines, injection wells & enhanced recovery & solution mining wells, witnesses construction & testing of injection wells, enhanced recovery wells, annual disposal wells & solution mining wells, evaluates contamination & pollution of soil or water resources & inspection & approval of restoration of disturbed land areas, verifies maps for spacing & acreage requirements of proposed well sites & writes inspection reports).

Investigates complaints involving damage to adjoining property or damage, pollution or contamination of ground or surface water due to surface mining; investigates more complex complaints regarding drilling, production or plugging of oil & gas wells, injection or solution mining wells; interviews parties & witnesses, conducts surveillance of suspects, gathers records & documentation from various sources; writes investigation reports of findings & recommendations; consults with legal personnel on investigation & case presentation issues; answers more complex inquiries from public or government officials regarding all aspects of surface mining & reclamation requirements, well activities, site restoration, or pollution/contamination from such activities; attends meetings, workshops & training & makes presentations as needed; participates in review of permit applications, renewals & mid term permit review (e.g., reviews proposed mines sites; reviews proposed drainage control plans for compliance; identifies site specific or local geologic/hydrologic factors).

Collects evidence of violations to surface mining or oil & gas laws & rules & makes recommendation for corrective actions to protect adjoining properties, environment & public health & safety; issues notices of violation & recommends issuance of orders by chief & prepares evidence & report necessary for civil or criminal prosecution as appropriate; makes recommendations for administrative actions including suspension or revocation of mining permits or forfeiture of performance bonds; assists in training lower-level mineral resources inspectors (e.g., accompanies on inspections, answers questions that arise; assists on investigation procedures, public complaints & court preparation); reviews annual &/or final reports & maps for permitted areas & prepares summary document.

Conducts field reviews of surface mining permit applications, permit renewal applications, proposed revisions to mining & reclamation plans; prepares required revision letters; conducts on-site meetings with mine operators to explain required application revisions & conducts on-site meetings with consultants regarding application revision requirements; makes policy & work recommendations (e.g., recommends course of enforcement action; provides input on proposed policy revisions; recommends specific permit conditions; recommendations for permit issuance & bond releases); consults with supervisor regarding controversial complaint reviews, legal referrals (i.e., chief's orders), very technical evaluations (e.g., well construction; hydrology) & legal interpretations; resolves new or unexpected problems (e.g., variable field circumstances throughout state; irate citizens /industry; blasting damage evaluations); testifies at administrative hearings

or proceedings; investigates & responds to written complaints; makes recommendations to update &/or revise state & federal policies.

Files criminal complaints on behalf of division chief; appears as witness to provide testimony as expert witness as to observations, reports & evidence collection at administrative & judicial proceedings; performs research of courthouse records; attends meetings with staff, public officials & citizen groups; operates video display terminal/personal computer to enter, edit, verify & print data & or to produce reports; operates testing equipment (e.g., gas detector; pressure gauges; GPS; water testing equipment).

MAJOR WORKER CHARACTERISTICS:

Knowledge of natural sciences (e.g., water wells, soil erosion; pollution/contamination;) state & federal laws, rules & regulations & agency polices & procedures applicable to mineral resources programs*; safety practices. Skill in operation of personal computer; testing equipment (e.g., gas detector; pressure gauges; GPS; water testing equipment); 4 wheel drive motor vehicle*. Ability to define problems, collect, establish facts & draw complex conclusions; calculate fractions, decimals & percentages; use proper research methods in gathering data; gather, collate & classify information about data, people or things; compose technical reports, inspection reports & professional correspondence; communicate verbally & in writing; resolve complaints from angry citizens & government officials; demonstrate physical fitness.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in natural science (e.g., geology; chemistry; hydrology; biology; agronomy); 12 mos. exp. in natural resources with specialization in assigned area (e.g., coal/mineral surface mining & oil & gas & solution mining); 1 course or 3 mos. exp. in public relations or communications; 1 course or 3 mos. exp. in operation of personal computer; must be able to provide own transportation; valid driver's license.

-Or 12 mos. exp. as Mineral Resources Inspector 1, 22931; must be able to provide own transportation; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

Note: Any new hire accepted for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will not be offered employment per Section123:1-76-09 of Ohio Administrative Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; conducts field inspections in inclement weather, on rough terrain & in high vegetation growth (e.g., briars; brush; tall weeds; wet lands; creeks; hills) while carrying testing equipment weighing up to 20 lbs.; exposed to loud noises, dirt, mud at mine/well sites; may be exposed to toxic substances, blasting & potentially dangerous conditions at mine/well sites; spends high percentage of time alone in automobile in remote areas; on call 24 hrs, 7 days per week; works around heavy equipment.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Mineral Resources Inspector 3	22933	07	10/26/2008	32

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Independently inspects & documents activities on coal surface mines & mineral surface mining sites for compliance with Chapters 1513 & 1514 of Ohio Revised Code, & rules adopted thereunder, & approved mining & reclamation plans, conducts water testing & collects water, spoil, & soil samples & prepares samples for testing, evaluates mine sites for required environmental protection provisions, drainage controls, reclamation practices & measures & calculates acreage of land distributed for performance bond adequacy, reviews & evaluates compliance with complex engineering plans & design drawings regarding impoundments & waste disposal facilities, measures & calculates land slopes, reviews prime farmland soils removal, handling, storage, protection & redistribution practices, evaluates property of toxic & acid production materials handling activities, investigates complaints from citizens or government representatives regarding blasting damage, water well diminution or contamination, drainage onto or flooding of adjoining properties, & stream pollution, reviews reports & maps of mine sites for accuracy, verifies acreage determinations, creates inspection reports, investigative reports & issues notices of violation with specific violation & statutory reference information, required remedial action & time frames for abating violations, issues imminent harm cessation orders when necessary & provides immediate orders for remediation of potential harm to environment or health & safety of public, monitors sites for compliance with issued orders, inspects reclaimed areas, evaluates success in achieving reclamation standards including backfilling, grading, soil replacement, re-vegetation, water treatment, & stabilization requirements & makes recommendations to division chief for release of required performance bonds, regularly meets with & conducts inspections with federal oversight agency inspectors & responds to interagency directions, independently inspects various oil & gas & solution mining industry activities for compliance with Chapter 1509 of Ohio Revised Code, rules adopted thereunder, permit conditions & orders by chief, witness & documents installation of surface casings in well bores for protection of underground potable water sources, determines adequacy of well casing cementing methods & inspects drilling rig blowout prevention tests, monitors all phases of drilling, plugging, abandonment & saltwater transport & disposal operations, inspects wells & well sites including storage tank batteries, pipelines, injection wells, enhanced recovery wells, solution mining wells, witness construction & testing of injection wells, enhanced recovery wells, annular disposal & solution mining wells, witnesses construction & testing of injection wells, enhanced & recovery wells, annular disposal & solution mining wells; evaluates contamination & pollution of soil or water resources & inspection & approval of restoration of disturbed land areas & verifies maps for spacing & acreage requirements of proposed well sites, assists in developing & implementing statewide policies & procedures,

OR

Serves as senior inspector by providing technical assistance regarding field enforcement activities, assists in developing & implementing program policies & procedures, assists in rule writing, gives site specific training to new or other division personnel related to specific technical circumstance or legal case work, coordinates or serves as liaison with other state or federal agencies on an as needed basis, represents division on special committees.

Investigates most complex complaints involving damage to adjoining property or damage, pollution or contamination of ground or surface water due to coal & surface mining & writes investigation reports that include findings & recommendations; investigates most complex complaints regarding drilling, production or plugging of oil & gas wells, injection or solution mining wells; interviews parties & witnesses, conducts surveillance of suspects, gathers records & documentation from various sources & writes investigation reports that include findings & recommendations; consults with legal personnel on investigation & case preparation issues; answers most complex inquiries from public or government officials regarding all aspects of coal & surface mining & reclamation requirements, well activities, site restoration, or pollution/contamination from such activities & analyzes technical materials, interprets results of findings & makes recommendations for corrective action; serves as lead worker on special projects as assigned.

Collects evidence of violations of coal, surface mining &/or oil & gas laws & rules & makes recommendations for corrective actions to protect adjoining properties, environment & public health & safety; issues notices of violation & recommends issuance of orders by chief; prepares evidence & report necessary for civil or criminal prosecution as appropriate; makes recommendations for administrative actions including suspension or revocation of mining permits or forfeiture of performance bonds.

Conducts field reviews of coal & surface mining permit applications, permit renewal applications, & proposed revisions to mining & reclamation permits; evaluates adequacy of proposed drainage control & pollution control plans, accuracy of detail on maps & projected success of plans if implemented properly; prepares required revision letters & conducts on-site meetings with mine operators &/or engineers & consultants to explain required application revisions; makes policy & work

recommendations (e.g., recommends approval/disapproval for mining permit & modifications & performance bond releases; recommends monetary penalty assessments; recommends criminal or civil legal actions; enforcement procedures; submits comments regarding established policies & procedures); consults with supervisor regarding complicated or multi-faceted field/enforcement problems (e.g., policy & legal interpretation; complex &/or controversial citizen complaints); resolves new or unexpected problems (e.g., changing field conditions; citizens complaints; blasting damage evaluation; irate mine operators/general public).

Files criminal complaints on behalf of division chief; appears as witness to provide testimony as expert witness as to observations, reports & evidence collection at administrative & judicial proceedings; performs research of courthouse records; attends meetings with staff, public officials & citizen groups; attends workshops & training & makes presentations; operates personal computer to enter, edit, verify & print data & reports; operates testing equipment (e.g., clinometer; protractor; water testing equipment; soil probes; engineer's scale; well depth indicator).

MAJOR WORKER CHARACTERISTICS:

Knowledge of natural sciences (e.g., water wells; soil erosion; pollution/contamination); state & federal laws, rules & regulations & agency policies & procedures applicable to mineral resources programs*; safety practices. Skill in operation of personal computer; testing equipment (e.g., clinometer; protractor, water testing equipment; soil probes; engineer's scale; well depth indicator); 4 wheel drive vehicle*. Ability to define problems, collect, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; use proper research methods in gathering data; gather, collate & classify information about data, people or things; compose technical reports, inspection reports & professional correspondence; communicate verbally & in writing; resolve complaints from angry citizens & government officials; demonstrate physical fitness.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in natural science (e.g., geology; chemistry; hydrology; biology; agronomy); 24 mos. exp. in natural resources with specialization in assigned area (e.g., coal surface mining, mineral surface mining & oil & gas & solution mining); 1 course or 3 mos. exp. in public relations or communications; 1 course or 3 mos. exp. in operation of personal computer; must be able to provide own transportation; valid driver's license.

-Or 12 mos. exp. as Mineral Resources Inspector 2, 22932; must be able to provide own transportation; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

Note: Any new hire accepted for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will not be offered employment per Section 123:1-76-09 of Ohio Administrative Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; conducts field inspections in inclement weather, on rough terrain & in high vegetation growth (e.g., briars; brush; tall weeds; wet lands; creeks; hills) while carrying testing equipment weighing up to 20 lbs; exposed to loud noises, dirt, & mud at mine/well sites; may be exposed to toxic substances, blasting & potentially dangerous conditions at mine/well sites; spends high percentage of time alone in automobile in remote areas; on call 24 hrs, 7 days per week; works around heavy equipment.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Mineral Resources Administrator 1	22935	EX	05/05/2002	13

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as assistant regional manager in assigned geographical region or manages office in assigned geographical region as assigned & provides technical assistance regarding field enforcement activities (e.g., inspections/investigations of well drilling, deepening, reopen, conversion, construction, completion, producing or plugging/restoration of idle & orphan well projects; inspections/investigations of coal surface mines, deep mines & industrial mineral surface mine sites to ensure compliance with applicable Ohio Revised Codes) of assigned mineral resources regulatory program (e.g., industrial minerals; coal regulatory; oil & gas wells), implements program goals & workforce objectives, establishes priorities & monitors program efficiency, monitors operational systems & tracking systems for program areas, oversees & ensures enforcement & compliance of applicable federal & state rules, regulations & guidelines (e.g., coal mine law; industrial mineral law; surface mine law; oil & gas law; division/department policies & procedures), ensures compliance with OSHA safety practices, trains & advises staff on safety practices, gathers evidence for court cases, assists in &/or provides support on sensitive field issues &/or complaints from public, oil & gas industry, governmental officials & other entities (e.g., ensures timely response to complaints from public, state, local &/or federal officials; assists in taking samples, photos & sketches for enforcement actions & complaints; initiates actions to resolve complaints & provides verbal &/or written response to complainants), coordinates administrative activities (e.g., payroll, purchasing & budgeting) & supervises lower-level mineral resources inspectors.

Performs periodic administrative/quality control field inspections (i.e., drives vehicles &/or walks over rough terrain) &/or investigations to ensure staff have adequately performed duties & enforced compliance for preservation of natural resources & protection of public health & safety; assists staff with field activities when necessary; conducts staff meetings; provides training for staff (e.g., oversees & coordinates training or continued education programs; cross trains staff); coordinates plans & delegates work assignments; coordinates activities within scope of regulatory program with federal, state & local agencies; conducts title examination of deed recordings, mineral lease recording, probate & estate records, corporate/partnership records, bankruptcy & other court filings in order to ascertain legal ownership of wells, leases, assignments, right of ways & easements; negotiates on behalf of state with regard to compliance schedules, civil &/or criminal penalties.

Reviews & evaluates investigation reports/case files to ensure accuracy; prepares reports for supervisor & other administrators; prepares court cases (e.g., civil; criminal) &/or administrative hearings & testifies as expert witness; recommends policies/procedure changes (e.g., affecting responsibilities of mineral resources staff to include investigation procedures/techniques, safety issues & OSHA standards) to supervisor/chief; discusses issues/solutions with administrators regarding restoration problems, annular disposal wells, idle & orphan referrals & well plugging; attends meetings, conferences & training sessions; delivers speeches to specialized audiences; answers inquiries from public, industry or government officials; works on special projects as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of natural sciences (e.g., geology; hydrology; biology; botany; ecology); state & federal laws, rules & regulations & agency policies & procedures applicable to assigned mineral resources program(s)*; budgeting*; managerial principles & techniques*; supervisory principles & techniques*; employee training & development*; safety practices; interviewing. Skill in operation of personal computer. Ability to define problems, collect, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; develop complex reports & position papers; gather, collate & classify information about data, people or things; resolve complaints from angry citizens & government officials; demonstrate physical fitness.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in natural science or related field of study (e.g., geology; hydrology, biology; agronomy); 24 mos. exp. in natural resources with specialization in assigned area (e.g., oil & gas wells; surface mining & land reclamation); valid driver's license.

-Or 48 mos. exp. in natural resources with specialization in assigned area; valid driver's license.

-Or 24 mos. exp. as Mineral Resources Inspector 3, 22933, in assigned area; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; conducts field inspections in inclement weather; exposed to loud noises, dirt & mud at coal mine/gas & well sites; may be exposed to toxic substances & potentially dangerous conditions at coal mines/gas & well sites.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Mineral Resources Administrator 2	22936	EX	05/05/2002	14

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as regional manager in primary office of assigned geographical region, plans & administers field enforcement activities of multiple mineral resources regulatory programs (e.g., coal regulatory; industrial minerals; oil & gas resources; solution mining facilities; brine transportation; mine safety regulatory & safety training; abandoned mine lands; underground injection control program; plugging activity for idle & orphan wells), establishes program goals & workforce objectives, establishes priorities & monitors program efficiency, establishes operational systems & tracking systems for all program areas, oversees & ensures enforcement & compliance of applicable federal & state rules, regulations & guidelines (e.g., coal mine law; industrial mineral law; surface mine law; oil & gas law; division/department policies & procedures), ensures compliance with OSHA safety practices, trains & advises staff on safety practices, gathers evidence for court cases, assists in &/or provides support on sensitive field issues &/or complaints from public, oil & gas industry, governmental officials & other entities, directs & approves administrative activities (e.g., payroll, purchasing & budgeting) & supervises lower-level mineral resources staff (e.g., mineral resources inspectors; mineral resources administrators).

Performs periodic administrative/quality control field inspections (i.e., drivers vehicles &/or walks over rough terrain) &/or investigations to ensure staff have adequately performed duties & enforced compliance for preservation of natural resources & protection of public health & safety; assists staff with field activities when necessary; conducts staff meetings; provides training for staff (e.g., oversees & coordinates training or continued education programs; cross train staff); coordinates plans & delegates work assignments; coordinates activities within scope of regulatory program with federal, state & local agencies; conducts title examination of deed recordings, mineral lease recording, probate & estate records, corporate/partnership records, bankruptcy & other court filings in order to ascertain legal ownership of wells, leases, assignments, right of ways & easements; negotiates on behalf of state with regard to compliance schedules, civil &/or criminal penalties.

Reviews & evaluates investigation reports/case files to ensure accuracy; prepares reports for supervisor & other administrators; prepares for court cases (e.g., civil; criminal) &/or administrative hearings & testifies as expert witness; recommends policies/procedure changes (e.g., affecting responsibilities of mineral resources staff to include investigation procedures/techniques, safety issues & OSHA standards) to supervisor/chief; discusses issues/solutions with administrators regarding restoration problems, annular disposal wells, idle & orphan referrals & well plugging; attends meetings, conferences & training sessions; delivers speeches to specialized audiences; answers inquiries from public; industry or government officials; works on special projects as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of natural sciences (e.g., geology; hydrology; biology; botany; ecology); state & federal laws, rules & regulations & agency policies & procedures applicable to assigned mineral resources program(s)*; budgeting*; managerial principles & techniques*; supervisory principles & techniques*; employee training & development*; safety practices; interviewing. Skill in operation of personal computer. Ability to define problems, collect, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; develop complex reports & position papers; gather, collate & classify information about data, people or things; resolve complaints from angry citizens & government officials; demonstrate physical fitness.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in natural science or related field of study (e.g., geology; hydrology, biology; agronomy); 36 mos. exp. in natural resources with specialization in assigned area (e.g., oil & gas wells; surface mining & land reclamation); valid driver's license.

-Or 60 mos. exp. in natural resources with specialization in assigned area; valid driver's license.

-Or 12 mos. exp. as Mineral Resources Administrator 1, 22935; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; conducts field inspections in inclement weather; exposed to loud noises, dirt & mud at coal mine/gas & well sites; may be exposed to toxic substances & potentially dangerous conditions at coal mine/gas & well sites.