



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

GEOSCIENTIST, EXCEPT HYDROLOGIST AND GEOGRAPHER SUPERVISOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Geoscientist, Xcpt Hydro. / Geogrph. Supv.	F2042S	75	80

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Purpose

Devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees**, acting upon leave requests, conducting annual performance evaluations and recommending disciplinary actions. Interviewing and recommending selection of applicants and conducting training of personnel. Studies the composition, structure and other physical aspects of the earth. May use geological, physics and mathematics knowledge in exploration for oil, gas, minerals or underground water, or in waste disposal, land reclamation or other environmental problems. May study the earth's internal composition, atmospheres, oceans and its magnetic, electrical and gravitational forces. Include mineralogists, crystallographers, paleontologists, stratigraphers, geodesists and seismologists.

Nature of Work

The Geoscientist Supervisor devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees and studies the composition, structure, and other physical aspects of the Earth, and the Earth's geologic past and present by using sophisticated instruments to analyze the composition of earth, rock and water. Many geoscientists and hydrologists help to search for natural resources such as groundwater, minerals, metals, and petroleum. Others work closely with environmental and other scientists to preserve and clean up the environment. Geologists study the composition, processes, and history of the Earth. They try to find out how rocks were formed and what has happened to them since their formation. They also study the evolution of life by analyzing plant and animal fossils.

Distinguishing Characteristics

The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Makes point of view in a clear and convincing manner.
- Listens effectively and clarifies information as needed.

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- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Writes in a clear and concise manner.
- Develops networks and builds alliance; collaborates across boundaries to build strategic relationships and achieve common goals.
- Builds and manages workforce based on organizational goals, budget considerations, and staffing needs
- Ensures that employees are appropriately recruited, selected, and appraised; addresses performance issues.
- Keeps up to date on occupationally specific technological developments; makes effective use of technology to achieve results.
- Employees in this Role conduct field investigations, oversee field sampling and direct geological assessments; analyze data and participate in technical meetings; analyze oil and gas production variables and approve drill permits, plugging, and abandonment applications; prepare mineral resource protection exhibits; advise oil and gas operators; collaborate with industry, federal, and state personnel and examine well logs, reports, and printouts; design plugging and abandonment procedures; conduct studies of ownership and geology; train personnel in oil and gas compliance policies.

Recommended Education and Experience for Full Performance***

Bachelors of Science in Geology, Geochemistry, Hydrology, Hydrogeology, Chemistry or Environmental Science and six (6) years of experience in water quality regulatory programs, ground water investigations and remediation and/or hazardous waste management, three (3) years of which must be supervisory.

Minimum Qualifications

Bachelors of Science in Geology, Geochemistry, Hydrology, Hydrogeology, Chemistry or Environmental Science, and five (5) years of experience in water quality regulatory programs, ground water investigations and remediation and/or hazardous waste management. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling nine (9) years may substitute for the required education and experience.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Leadership - Knowledge of leading through influence and persuasion by establishing mutual trust, respect, and loyalty, through shared beliefs, values, and goals; Being cognizant of subordinates' needs, goals, and aspirations, and to carefully consider these personal variables when making decisions.

Engineering and Technology — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Geography — Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and

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distribution of plant, animal, and human life.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Physics — Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes.

Chemistry — Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Skills

Leadership - Displaying attributes that makes employees willing to follow; applying effort to increase productiveness in areas needing the most improvement; establishing a spirit of cooperation and cohesion for achieving goals; making the right things happen on time; providing performance feedback, coaching, and career development to individuals to maximize their probability of success; giving subordinates the authority to get things accomplished in the most efficient and timely manner.

Written Comprehension — The ability to read and understand information and ideas presented in writing.

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Written Expression — The ability to communicate information and ideas in writing so others will understand.

Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Near Vision — The ability to see details at close range (within a few feet of the observer).

Speech Clarity — The ability to speak clearly so others can understand you.

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Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Exempt.

Bargaining Unit: Not covered

Established: 04/27/2012

Revised:

***Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*

****Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation. Not to be construed as minimum qualifications.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.