

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
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Instruction Memorandum No. 2004-103
Expires: 09/30/2005

To: ADs, SDs, CDs
Attention: Human Resources Officers

From: Assistant Director, Human Resources Management

Subject: Screening Tools for Petroleum Engineering Technician (PET) Vacancy
Announcements

Program Area: Human Resources Management

Purpose: This Instruction Memorandum establishes the Bureau of Land Management's (BLM) policy on amending position descriptions and preparing vacancy announcements for PET positions.

Policy/Action: In an effort to ensure the Bureau is hiring the most skilled and best qualified candidates for Petroleum Engineering Technician (PET) positions, action must be taken so that a more thorough screening process occurs. Based on input from technical experts, supervisors, and human resources specialists, the following actions are being implemented, effective immediately, for any newly advertised PET vacancy.

Using a DI-625, Position Description Amendment form, amend the Major Duty section; Factor 8, Physical Demands and Factor 9, Work Environment, to include the following:

Major Duty: "This position requires a considerable amount of math at the high School algebra level to verify volume and height of cement and other drilling fluids and oil and gas volumes to account for production from Federal and Indian oil and gas leases, and other assignments."

Factor 8: "On-site inspection work requires almost continuous physical activity. Most of the on-site inspection time is spent walking, standing, crouching, and Climbing. The incumbent must walk under and around heavy derrick and hoisting equipment and piping and around other potentially hazardous operating equipment. In climbing up and down ladders and steep stairways, the individual is protected from falls only by firmly grasping on ladder rungs and hand railings. The inspector may be required to hike into unusually rugged areas. Inspectors are subject to call 24 hours a day. Some work is sedentary, although as much as 30 percent of the job requires overnight field trips which involve physical activity on irregular terrains and in varied climatic conditions.

Factor 9: “Work is primarily in a field location where it is necessary to wear appropriate safety equipment. Work environment involves exposure to extreme weather conditions, hostile flora and fauna, hazardous explosive fumes, poisonous gasses, toxic chemicals, high frequency noises, high-pressure equipment, and moving machinery. Work involves climbing up and down ladders and steep stairways. A large part of the time is spent driving to work sites that are located in isolated areas. This work environment requires the use of hard hats, hard-toe boots, safety glasses, ear protection equipment and cold weather gear and/or a respirator may also be required. The incumbent must possess a valid state driver’s license.

Make the following additions/revisions to vacancy announcements for PET positions at all grade levels:

Major Duties Section: “This position requires a considerable amount of math at the high school algebra level to verify volume and height of cement and other drilling fluids and oil and gas volumes to account for production from Federal and Indian oil and gas leases, and other assignments.”

KSAs: “Knowledge of and skills necessary to calculate volumes and capacities associated with: 1) well control kill procedures, 2) circulation of drilling fluids, 3) fill and displacement volumes for casing, cementing, and abandonment operations, 4) oil measurement for tank gauging and Lease Automatic Custody Transfer (LACT) meters, and 5) gas measurement using orifice meter systems.

Selective Placement Factor: “Demonstrated skill and ability in the use of mathematics at the high school algebra level.”

Conditions of Employment:

Certification “All applicants must successfully complete BLM’s required National Oil and Gas Certification program. Applicants must obtain certification within 18 months after employment. Failure on the employee’s part to obtain certification within 18 months may result in disciplinary action, up to and including removal from Federal service based on the lack of required qualifications to perform specified duties.

Physical Demands and Work Environment. “This position requires working primarily in a field location where it is necessary to wear appropriate safety equipment. Work environment involves exposure to extreme weather conditions, hostile flora and fauna, hazardous explosive fumes, poisonous gasses, toxic chemicals, high frequency noises, high-pressure equipment, and moving machinery. Work involves climbing up and down ladders and steep stairways where the incumbent is protected from falls only by firmly grasping on ladder rungs and hand railings. A large part of the time is spent driving to work sites that are located in isolated areas. This work environment requires the use of hard hats, hard-toe boots, safety glasses, ear protection equipment and cold weather gear and/or a respirator may also be required. The incumbent must possess a valid state driver’s license.

The requirements outlined above should be implemented with both merit promotion and delegated examining announcements. As we move forward with the implementation of BLM Jobs OnLine, these requirements will be incorporated into the task statements developed for the GS-802 series.

Timeframe: Effectively immediately.

Budget Impact: No known budget impact.

Background: It was determined by some supervisors of PETs that they were not getting the caliber of employee they need when filling these types of positions. Some PETs could not perform basic mathematical procedures. Therefore, it was decided that a more thorough screening process needed to be put in place.

Manual/Handbook Sections Affected: None

Coordination: Technical experts, supervisors, and human resources specialists.

Contact: Questions concerning the classification of these positions should be directed to Linda Behlin, Human Resources Specialist, WO-710. Questions concerning staffing and recruitment should be directed to Judy M. Williams, Human Resources Specialist, WO-710. They both can be reached at (202) 501-6723.

Signed by:

by:

Marilyn H. Johnson

Assistant Director

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Human Resources Management

Authenticated

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