



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
GEOLOGIC INFORMATION SPECIALIST	33	B	7.814

Under limited supervision of the director, the incumbent receives and answers public inquiries related to Nevada's geology and mineral resources; maintains files and organizes information; performs research, and writes informational and technical articles, reports and bulletins for publication and review; provides support on the Geographic Information System (GIS) to research geologists; and participates in field work.

Perform research for bureau projects; document oil production totals; maintain a database on statewide oil and gas development; search records on people and places in Nevada mining history; and select and implement grid-type location systems on maps, in order to efficiently gather and obtain information for publications, reports, and informational filing.

Provide support to research geologists; assemble data; perform data analysis and produce maps of analyzed data for reports and bulletins; present information through lectures, instruction or oral presentation; answer public inquiries on digital data, provide current sources of data, and develop GIS databases and maps as needed for the public.

Catalog and archive rock and mineral sample collections and core and cutting samples from oil and gas and geothermal wells, and prepare data for inclusion in database; collect unpublished geologic information regarding Nevada's oil, gas and geothermal resources, mineral production, mining districts, engineering geology, geologic open-file reports, maps, aerial photography and imagery, geologic theses and other special topics according to public interest.

Maintain and upgrade mining district files; integrate historic information into files; assist with the preparation of documents to be scanned for Internet access; develop and organize new filing methods; implement and update computerized office index and location system; maintain copies of oil, gas, and geothermal drilling and production records; and organize federal and State publications and records.

Provide public information to customers on the availability and location of specific geologic information; keep website current to provide answers to the most common inquiries; direct customers to informational sources; account for and file records used by customers; instruct patrons on use of filing system; integrate copies of completed environmental assessments and impact statements into bureau files; and reproduce maps, reports, and other information requested in order to assist the public, private and governmental agencies, and bureau employees in the dissemination of recorded information.

Research current events, published and unpublished literature, and professional papers regarding exploration and mining activities, oil and gas exploration, drilling, and production; review reports and publications; and meet with professionals in the field to be current on the latest information available.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major coursework in geology or closely related field and two years of technical or professional experience directly related to geology, or preparing and writing technical publications related to geology; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: geologic principles. **Working knowledge of:** research methods and the preparation and presentation of technical data and information pertaining to geology; computer operation and basic computer software packages and database programs. **General knowledge of:** fundamentals of geological and geophysical exploration; aerial photography and other remotely sensed images. **Ability to:** operate a personal computer and associated software; organize data; prepare and write technical articles, manuals and reports; use library facilities for research purposes; identify and analyze hand specimens of rocks, minerals and fossils; read and interpret geologic, topographic and related maps and aerial photos; read and understand professional and scientific journals and publications; write interpretively and abstract and condense geologic information through research; present information to the public through lectures, instructions, or other oral presentations; establish and maintain cooperative relationships with colleagues, bureau employees, and the public; prepare rough illustrations and diagrams for layout purposes; and maintain accurate records.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: related agencies that provide services, assistance and information on geology, mining and history both in State and out of state; Nevada mining history and industry; basic principles of geography; chart, graph and table formatting; GIS software and principles of database creation and analysis, modeling and dispensing of data, and GIS capabilities and databases of other agencies; computer operating systems and hardware components; data formats and transfer procedures. **Ability to:** maintain, collect, and index files of unpublished geologic, geographic, and historical information; work independently with minimal supervision; prepare indexes and user manuals for new and existing data files; prepare sampling forms for geochemical tests; efficiently manage multiple databases; communicate GIS principles and methods and propose GIS projects; and produce informative maps and charts.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.814

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