Minerals Specialist

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
MINERALS SPECIALIST I	2100	B22	$57,614 - $93,138
MINERALS SPECIALIST II	2101	B24	$65,104 - $106,634
MINERALS SPECIALIST III	2102	B26	$76,530 - $129,430

GENERAL DESCRIPTION

Performs land management work involving performing and/or assisting in research and administrative activities related to State mineral interests, including oil and gas.

EXAMPLES OF WORK PERFORMED

Conducts research and technical reviews of leases and supporting documents to determine compliance with lease provisions, unit agreements, administrative code rules, and statutes.

Assists in the negotiation and administration of oil and gas and mineral leases, which includes consulting with lessees and lessors when necessary to identify lease agreement resolutions.

Assists in drafting and interpreting documents involving the unitization of oil and gas leases and the conveyance of property in regards to land, mineral, and well ownership.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level III may also perform work listed within the previous levels.

MINERALS SPECIALIST I: Performs moderately complex (journey-level) land management work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may work more independently and may routinely assist other staff in performing job duties of greater complexity.

***Note**: Any senior-level employee (levels II-III) may serve as a team lead; however, supervisory responsibilities are typically found at level III. Senior-level employees may perform the full range of work identified in the preceding levels and/or may coordinate or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the size, complexity, and impact of work performed, and the employee's related experience, education, and certifications.*

MINERALS SPECIALIST II: Performs highly complex (senior-level) land management work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Negotiate and administer oil and gas leases, which includes consulting with lessees and lessors when necessary to identify lease agreement resolutions.
- Draft documents involving the unitization of oil and gas leases and the conveyance of property in regard to land, mineral, and well ownership.

MINERALS SPECIALIST III: Performs advanced (senior-level) land management work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may independently perform the most complex land management work.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of oil and gas, mineral rights, and real estate laws and terminology; records management; and negotiation strategies and techniques.
- Skill in the use of a computer and related software, and in land and mineral research, negotiation techniques, and problem resolution.
- Ability to analyze and interpret technical information, to conduct research, and to communicate effectively.

Additional for Minerals Specialist III level

- Ability to oversee and/or supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification as a Registered Landman (RL), Registered Professional Landman (RPL), or Certified Professional Landman (CPL).