

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)

GENERAL INSTRUCTION MANUAL

GI NUMBER **Approved**

0000.003

ISSUING ORG. ORGANIZATION CONSULTING DEPARTMENT

ISSUE DATE
1/20/2010REPLACES
6/18/2005

SUBJECT JOB DESIGN, JOB DESCRIPTION AND JOB EVALUATION

APPROVAL
MRPPAGE NO.
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CONTENT:

This General Instruction describes Saudi Aramco's procedures for job design, job description preparation, and job evaluation. It contains:

1. Definitions
2. Objectives
3. Responsibilities
4. Content of Job Description
5. Job Description, Evaluation and Placement Procedures
6. Supplement

1.0 DEFINITIONS:

- 1.1 Job: A group of work functions which defines an appropriate work assignment for one or more similarly qualified employees.
- 1.2 Job Design: The process and technique of examining and defining work functions and organizing them into logically structured jobs and job families.
- 1.3 Job Description: An official Company document which describes the significant functions, principal tasks, and minimum requirements of each job. The Job Description is recorded on Saudi Aramco Form 5160.
- 1.4 Job Application: The assignment of an approved job and job description, for use by a proponent organization. Job applications can be achieved by either of the following methods:
 - 1.4.1 Include the job in a new or to be revised organization chart. New or revised charts require approval by Organization Consulting Department and the appropriate authorized management/executive level.
 - 1.4.2 Request approval of application by completing Job Evaluation/Change Request (Saudi Aramco Form 1726).
- 1.5 Proponent Organization: For purposes of this G.I., the proponent organization is that (Department level or higher) which is primarily responsible for the design and preparation of job descriptions in its area of operation.
- 1.6 Job Evaluation: The process and technique of equitably evaluating the relative value of jobs to classify them at the appropriate salary code placements.

2.0 OBJECTIVES:

- 2.1 Job Design
 - 2.1.1 To effectively accomplish Company organization and work objectives.

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- 2.1.2 To effectively utilize the highest skills and abilities of assigned employees for as large a proportion of their scheduled work time as is practical.
- 2.1.3 To provide reasonable job progression opportunities where possible.
- 2.1.4 To minimize labor costs and safely achieve optimum performance.
- 2.1.5 To keep the number of job descriptions to a practical minimum by ensuring that jobs are designed to fit the maximum number of employees.

2.2 Job Descriptions

- 2.2.1 Primarily, to describe the significant functions, principal tasks and minimum requirements of each job in sufficient detail to permit its equitable evaluation in relation to other jobs within the Company.
- 2.2.2 Additional objectives are:
 - 2.2.2.1 To assist supervisors in logically explaining to employees relative job placements and pay levels.
 - 2.2.2.2 To assist supervisors in assigning jobs, training employees, and evaluating employee job performance.
 - 2.2.2.3 To assist in recruiting employees for, and to facilitate the assignment of employees to established jobs.
 - 2.2.2.4 To permit exchange of compensation and job data with outside organizations.
 - 2.2.2.5 To orient new personnel to the job.

2.3 Job Evaluation

- 2.3.1 To assess the value of a particular job in relation to other jobs in the Company to ensure equitable internal alignment taking into consideration external market data.

3.0 RESPONSIBILITIES:

3.1 Job Design

- 3.1.1 The Proponent Organization is responsible for implementing the Company's established policies and objectives covering job design and job structuring. It will initiate action to develop new jobs and redesign existing jobs within his administrative area to meet Company and Department objectives.

OCD will provide job design and job structuring advice and assistance as required.

- 3.1.2 OCD is responsible for developing and recommending approval of the Company's job design and job structure policies, and the related procedures, instructions, and standards required for implementation.

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3.1.3 OCD is also responsible to provide staff guidance and assistance to supervisors by:

3.1.3.1 Interpreting and coordinating the application of Company organization policies and procedures.

3.1.3.2 Coordinating the development of job structures and job families for application in more than one organization, and obtaining the endorsement of the proponent organization for such jobs.

3.2 Job Description

3.2.1 The Proponent Organization is responsible for having new job descriptions prepared for newly designed jobs and for having job descriptions revised whenever their scope or function have changed substantially.

3.2.2 The Proponent Organization shall review the job descriptions as needed, and as major changes take place.

OCD will issue the Numerical List by Job Code Report on an as-needed basis and request the proponent to make the necessary revisions to the job descriptions.

3.2.3 The OCD Department is responsible for:

3.2.3.1 Developing, for Executive Management approval, basic policies relating to job descriptions and job titling.

3.2.3.2 Developing job description formats to assure inclusion of all essential information with sufficient detail.

3.2.3.3 Developing job-titling procedures to carry out approved policies.

3.2.3.4 Reviewing proposals (SA-1726) to apply a current job description to other organizations. The concurrence of the proponent organization for the subject job description is also required.

3.2.3.5 Issuing and maintaining official job title lists showing which jobs are applicable to each organization, overtime class, etc.

3.2.3.6 Assigning job codes.

3.2.3.7 Determining whether a job being submitted for evaluation is new job or a revision of an existing job. A new job code will be assigned to each new job; the existing job code will be retained when an existing job is revised.

3.2.3.8 Determining overtime classes for jobs.

3.2.3.9 Providing staff assistance to supervisors in the preparation of job descriptions.

3.3 Job Evaluation

3.3.1 The Proponent Organization is responsible for:

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3.3.1.1 Acting on job placement recommendations submitted by the Corporate Job Evaluation Advisor. Refer to G.I. 21.201 for Approval Authorities.

3.3.1.2 Submitting for evaluation as soon as practical all new and revised jobs. Six months is normally considered to be the longest period of time that a job should remain unplaced.

3.3.1.3 Requesting temporary placements. Under special circumstances, the proponent organization may request a temporary placement on Saudi Aramco Form 1726, pending permanent evaluation. Such a request should be adequately justified and specify the expected duration of the proposed temporary placement.

Assuming these requirements are met, the Corporate Job Evaluation Advisor will recommend a conservative, temporary placement which, upon approval, will permit in-policy merit increase administration pending permanent placement. Jobs with temporary placements are to be evaluated and permanently placed as soon as practical.

3.3.1.4 Requesting job-site reviews by OCD, in response to employee complaints regarding changes in job content, to determine whether or not there actually have been substantial changes in significant aspects of the job in question.

3.3.2 OCD is responsible for:

3.3.2.1 Developing and recommending for adoption of new or revised job evaluation plans if and when required.

3.3.2.2 Evaluating and recommending placements for all jobs SC03 through SC20, maintaining essential job evaluation records, and determining whether job content changes are of sufficient magnitude and significance to require re-evaluation.

4.0 CONTENT OF JOB DESCRIPTION:

4.1 The Narrative Section of the Job Description will contain the following:

4.1.1 Statements of the broad basic function, scope, and principal contacts of the job.

4.1.2 Principal duties, containing as a final item:

"Performs other miscellaneous duties as directed by the Supervisor."

4.1.3 Standard Material to be Included in Supervisory Job Descriptions: OCD maintains a statement of COMMON FUNCTIONS AND RESPONSIBILITIES applicable to each recognized supervisory level of organization. For all supervisory jobs, provided the job is designed to function as indicated in the applicable statement, the first item under the Principal Duties section of the Job Description will read as follows:

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"Performs all managerial functions common to the Segment, Unit, Section, Division, or Department level, as established by management." If there are exceptions, the statement "except the following" will be added and those not performed will be listed.

4.2 The Specification Section of the Job Description will contain the following:

4.2.1 A listing of the job's minimum requirements covering (A) Education - Degrees, licenses or other qualifications; (B) Work experience; (C) Language skills; and (D) Other knowledge necessary for satisfactory job performance. These should be stated to specify the minimum level required for the average job performer.

4.2.2 An organization chart with current manning showing, as applicable, two levels of supervision above and two levels below the subject job. A transcription from the current approved organization chart is preferable.

4.2.2.1 Credits to Different Jobs: In preparing job descriptions, care must be exercised not to credit the same responsibility to different jobs. When overall responsibility is shared, the parts attributable to different jobs should be clearly distinguished.

4.3 Sample Job Descriptions are attached as supplements to this instruction.

5.0 JOB DESCRIPTION, EVALUATION AND PLACEMENT PROCEDURES:

5.1 Each Job Description Requires Approval by a Department Head (or higher level of management, as indicated on the back of Form 5160, Section II). This approval attests that the job is necessary, the description is factual, and that no other job description applies or will simultaneously apply to the same job functions.

5.2 Approved Job Descriptions will be transmitted to the OCD Department by the use of Saudi Aramco Form 1726, Job Evaluation/Change Request. The original signed copy should be transmitted. The Transmittal Form (1726) will indicate whether or not the job is being submitted for evaluation.

5.3 The Corporate Advisor Job Evaluation:-

- (a) Receives new or revised Job Descriptions after all required approval and concurring signatures have been affixed.
- (b) Ensures that the Job Descriptions conform to the requirements in Section 4. Returns to the proponent organization or the Organization staff for appropriate modification, descriptions which do not conform or which do not contain sufficient information for job evaluation or for evaluation of "applications" of existing jobs.
- (c) Ensures that Job Titles conform to the Company's established job title patterns, and secures concurrence of Proponent Organizations for necessary title changes.

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- (d) Determines when it is necessary to evaluate job families together as contrasted with the evaluation of a single job at one time.
- (e) Ensures that the job minimum requirements are consistent with other similar Company jobs or jobs having equivalent placement.
- (f) Conducts job-site studies and makes other interviews or analyses required to assure equitable evaluation.

5.4 Jobs are evaluated by the Evaluation Staff, as follows:

- (a) Salary Codes 03 through 14 - by the Corporate Advisor Job Evaluation or his designated staff. The designated staff shall review their recommendations with the Corporate Advisor before it is processed further
- * (b) Salary Codes 15 through 21 - by the SC15+ Evaluation Committee which is formed by the Manager, OCD. The Job Evaluation Corporate Advisor shall review Evaluation Committee recommendations with the OCD Manager before it is processed further.

(Note: OCD job evaluation responsibilities terminate at SC20 except in the case of General Management level positions placing in SC21.)

The Corporate Advisor Job Evaluation in his capacity as Committee Chairman, will call for a Committee meeting whenever there is a sufficient number of SC15+ jobs or upon special request.

The Job Evaluation Committee acts in an advisory capacity to the Corporate Advisor, Job Evaluation. In instances where there is not full agreement the Corporate Advisor, in conjunction with the Manger OCD, will make the final decision as regards appropriate consensus job evaluation points and recommended placement.

5.5 Copies of the Approved Job Descriptions will be distributed to appropriate offices and supervisors.

5.6 Job Title List of all approved job titles is maintained on computer file. Each Department has access to this list for the approved job titles in its own organization.

5.7 Placement Recommendations

- * 5.7.1 Salary Codes 16 through 21, the Corporate Advisor Job Evaluation submits placement recommendations to the MD&OC. The MD&OC considers the placement, and if in agreement endorses the recommendation for approval by the Senior Vice President, and/or President and CEO. In instances where the placement is not considered appropriate, an alternative recommendation will be endorsed for approval or it will be returned to the Corporate Advisor Job Evaluation for further consideration.
- 5.7.2 Salary Codes 03 through 15, the Corporate Advisor Job Evaluation or designated evaluation staff submit placement recommendations to the proponent organization for approval.

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In cases where there are objections to the proposed placement or where there are special considerations, the placement recommendation is submitted to the MD&OC, which has full approval authority.

5.7.3 Approval authority for job placements are dependent on salary code and are shown in Section 4 of the Management Guide.

* 5.7.4 There is no firm timeline for completion of job evaluation actions - the time spent being totally dependent on the nature of the request. As a general guideline SC14 & below actions will normally be completed within 30 days and SC15+ actions will normally be completed within 45 days.

5.8 Administrative Placements

5.8.1 Salary Codes 03 through 15. In cases where the approval authority does not concur with the recommended placement, the proponent will present in writing to the Corporate Advisor Job Evaluation his reasons for proposing a different placement. The Corporate Advisor - Job Evaluation will then review these reasons and determine the effect of the proposed placement on the alignment of jobs throughout the Company. If it is determined that there will be no adverse effect, the placement will be recorded as an administrative placement. Alternatively, if an adverse effect is anticipated, the reasons will be reviewed with the approval authority and refer any unresolved placement differences to the MD&OC for their recommendation. The recommendations of the MD&OC are submitted to the President and CEO or Chairman of the Board for approval.

5.8.2 Salary Codes 16 through 21, all proposals for administrative placement must be endorsed by MD&OC prior to submitting them for approval.

5.9 MD&OC is used to discuss significant developments or changes in the evaluation system or major job placement issues and make appropriate recommendations.

6.0 SUPPLEMENT:

The following Supplement is provided with this General Instruction:

0.003-1 Professional Job (Estimating Engineer II)
Operator Job (Operator I - Oil/Gas Operations)
Clerical Job (Administrative Clerk I)

APPROVED:

M. R. Perry, Manager (A)
Organization Consulting Department.

Date: _____

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SUPPLEMENT 0.003-1

CONTENT:

This supplement includes three samples of properly prepared job descriptions.

1. Estimating Engineer II
2. Operator I-Gas & Oil Operations
3. Administrative Clerk I

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JOB DESCRIPTION - PAGE 1 (Submit Original Only)

Saudi Aramco 5160 (3/2005)

SEE GENERAL INSTRUCTION 0.003 FOR
JOB DESCRIPTION PROCEDURES AND EXAMPLE

Job Title ESTIMATING ENGINEER II		Date Approved 10/31/1989	SAP Job Code: 20003836
Department name PDD	Division/Section name PS&SD		Unit Cost Est Unit

1. **BASIC FUNCTION:** Give brief summary of the primary purpose(s) of the job.

Develops multi-discipline conceptual and definitive estimates for heavy industrial, commercial and residential capital projects including cost aspects of engineering, material/equipment and construction.

2. **SCOPE:** Indicate as appropriate size, geographic area, plant equipment, throughput, organizations served, financial responsibility, authority, and supervision received, supervision exercised (Manpower) and activity indicators which relate to the job.

With minimum direction from Unit Supervisor or Estimating Engineer I, Estimating Engineer II prepares conceptual and/or definitive cost estimates covering engineering, equipment and construction of capital projects. Has multi-discipline estimating expertise to prepare and evaluate initial contract cost and change orders/amendment as well.

3. **PRINCIPAL CONTACTS:** Include purpose, frequency and significance to Saudi Aramco.

Internal: Continual contact with Estimating Engineer I, Unit Supervisor, cost engineers, planning/scheduling engineers and Facilities Planning Engineers.

External : Continual contact with project management, materials supply and contracting personnel. Occasional contact with local and international contractor.

4. **PRINCIPAL DUTIES:** Describe concisely each principal work activity listed in a logical order; normally, the order will be to list the most important duty first. Include important decisions and recommendations made, if applicable. For single application jobs indicate approximate percent of time spent accounting for at least 75% of total time. Start sentences with action verbs.

APPROX. %

- (a) Provides overall estimating technical expertise.
- (b) Provides professional expertise in the resolution of estimating problems.
- (c) Prepares multi-discipline conceptual and definitive cost estimates for Saudi Aramco Capital Projects.
- (d) At times reviews estimates prepared by level III and IV Estimating Engineers to ensure accuracy, completeness and compliance with the scope of work, including those developed out-of-Kingdom by contractors, that may need revising to reflect construction practices in-Kingdom.
- (e) Assists Estimating Engineer I, project management and contracting personnel with bid analysis and contract negotiations.
- (f) Consults for lower level Estimating Engineers (III and IV) on company estimating methods/procedures and when necessary provides estimate breakdown direction to lower level Estimating Engineers.
- (g) Keeps abreast of significant developments in cost estimating by close review of technical literature, contacts with contractors, visits to areas of construction and attendance at professional and technical meetings.
- (h) Utilizes computer-estimating programs.
- (i) Performs other miscellaneous duties as directed by the Supervisor.

Use continuation section page 2 and attach continuation sheet(s) if necessary

JOB DESCRIPTION - PAGE 2 (Submit Original Only)

Saudi Aramco 5160 (3/2005)

Overtime Class : 02

Date Approved : 11/ 31/1989

Salary Code : 13

Job Title
ESTIMATING ENGINEER II

SAP Job No. :
20003836

(Continuation from page 1)

5. **MINIMUM REQUIREMENTS:** A - Education - Degrees and/or licenses required; B - Prerequisite work experience in addition to education; C - Other.

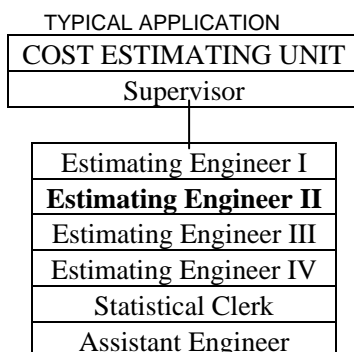
Alternate I

- A. Education : Bachelor of Science in Engineering or Professional Engineering (PE) registration.
- B. Experience : Minimum of seven years estimating experience including at least 3 years devoted to petro-chemical, refinery, pipeline, or power generation projects. Must be familiar with construction practices, materials, equipment.

Alternate II

- A. Education : Certified by Institute of Building, Institute of Quantity Surveying, Royal Institute of Chartered Surveyors, HNC, HND.
- B. Experience : Ten years estimating experience including at least five years concentrated toward heavy industrial capital projects. Must be familiar with construction practices, materials and equipment.
- C. Must have ability to communicate fluently in both spoken and written English.

6. **ORGANIZATION PATTERN AND MANNING:** (From Approved Saudi Aramco Organization Charts) Indicate two levels of supervision above and two levels below the subject job, as applicable; and approved manpower for each position



ORGANIZATION PATTERN & MANNING: SEE ATTACHED CHART NO. _____ ISSUED ON _____.
(Attach the latest approved Organization Chart to the Job Description)

To be completed by submitting organization			Endorsed - (Organization Consulting Department)	
Endorsed by	Date	Title:	Organization	Date:
Approved by	Date:	Title:	Job Evaluation	Date:

Forward signed original only to Organization Consulting Department.

APPROVAL AUTHORITY:

New job for evaluation, revised or updated job, Department Head For Sc 14 and below, and Executive Management For Sc 15 and above.

JOB DESCRIPTION - PAGE 1 (Submit Original Only)

Saudi Aramco 5160 (3/2005)

SEE GENERAL INSTRUCTION 0.003 FOR
JOB DESCRIPTION PROCEDURES AND EXAMPLE

Job Title OPERATOR I- OIL/GAS OPERATIONS		Date Approved 05/07/1979	SAP Job Code: 20001254
Department name OPERS DEPTS.	Division/Section name		Unit

1. **BASIC FUNCTION:** Give brief summary of the primary purpose(s) of the job.

Performs high-skill operational duties in Company oil/gas processing and refining or fractionation facilities.

2. **SCOPE:** Indicate as appropriate size, geographic area, plant equipment, throughput, organizations served, financial responsibility, authority, and supervision received, supervision exercised (Manpower) and activity indicators which relate to the job.

Incumbent is competent to operate oil/gas production, processing or refining, or fractionation plant of any kind. Normally, operator is assigned those plants which are most difficult or complicated to run. This may be due either to nature of plant utilized or the particular complexity of the process itself, or both. Because of these factors, considerable attention to the plant operation is necessary to ensure satisfactory operation and/or maximum retrieval of product. Plants concerned will often also be those which are most critical to operate from the hazard standpoint. Incumbent will be an accomplished inside and outside operator though his prime utilization will normally be at the control board.

3. **PRINCIPAL CONTACTS:** Include purpose, frequency and significance to Saudi Aramco.

With foreman, supervising operator or shift coordinator/superintendent, to receive work assignments and direction or to relay operating information with maintenance, inspection or safety personnel as required.

4. **PRINCIPAL DUTIES:** Describe concisely each principal work activity listed in a logical order; normally, the order will be to list the most important duty first. Include important decisions and recommendations made, if applicable. For single application jobs indicate approximate percent of time spent accounting for at least 75% of total time. Start sentences with action verbs.

APPROX. %

- A. Performs or assists in the start-up or shut-down of assigned plant and facilities according to approved operating procedure and general instructions.
- B. Monitors operating conditions and makes in-process adjustments either at the control board or within the plant to ensure safe and efficient process operation.
- C. Maintains log books and operating log sheets recording temperature, pressures, flow rate, samples taken, volumes received and shipped, etc.
- D. Responds to emergency or upset conditions taking necessary shut-down or process adjustment action to restore stable operating conditions.
- E. Makes regular inspection of plant facilities to ensure all plant functioning correctly. Corrects malfunction if capable or refer situation to supervisor.
- F. Cooperates with maintenance personnel by locating and demonstrating malfunctioning plant and equipment. Inspects maintenance work as assigned.
- G. Takes sample and performs process chemical and physical tests as is required.
- H. Ensures that safe operating practices are adhered to at all times.
- I. Performs in-plant housekeeping duties as necessary.
- J. Performs other miscellaneous duties as directed by the Supervisor.

Use continuation section page 2 and attach continuation sheet(s) if necessary

JOB DESCRIPTION Page 1
OPERATOR I - GAS/OIL OPERATIONS

2. SCOPE (Cont'd)

Typical assignments include LPG and NGL compression, sweetening, refrigeration, storage, shipping, fractionation and drying plant, crude distillation and stripping plant, reheniformer and hydroformer operations and other process units of similar complexity. Fully conversant with the GOSP, gas gathering and desalting operations. Position may also be used as a lead or high skill operator in less complex plants. Assignment could be to units involved in oil, gas or seawater handling, treatment or processing in any area of Saudi Aramco operations. Incumbent typically works on shift under the direction of a Supervising Operator.

The operator is expected to work in any other unit after a break-in period of reasonable duration.

JOB DESCRIPTION - PAGE 2 (Submit Original Only)

Saudi Aramco 5160 (3/2005)

Overtime Class : 01

Date Approved :05/07/1979

Salary Code :08

Job Title

OPERATOR I- OIL/GAS OPERATIONS

SAP Job No. :

20001254

(Continuation from page 1)

5. MINIMUM REQUIREMENTS: A - Education - Degrees and/or licenses required; B - Prerequisite work experience in addition to education; C - Other.

- A. COMPLETION OF ITC: ENGLISH, E6; MATH, MI. B. EXPERIENCE REQUIRED: 4 YEARS.
- B. 4 Years operating experience with proven ability to operate plants of this complexity level. Experience will normally include progression through the Operator III and II position.
- C. Thorough understanding of plant layout and the operating process.
Must possess the flexibility to rotate and operate other plants of similar complexity after a reasonable break-in period.
Certain applications may require SAG driver's license.

6. ORGANIZATION PATTERN AND MANNING: (From Approved Saudi Aramco Organization Charts) Indicate two levels of supervision above and two levels below the subject job, as applicable; and approved manpower for each position.

DIVISION			
Superintendent I			1
UNIT			
FOREMAN I- OIL/GAS OPERS			1
FOREMAN II- OIL/GAS OPERS			1
FOREMAN III- OIL/GAS OPERS			1
SEGMENT			
SUPVG OPER SPCLST-OIL/GAS OPS			5
SUPVG OPER I-OIL/GAS OPS			5
SUPVG OPER II-OIL/GAS OPS			5
1 ST	2 ND	3 RD	RELIEF
SPCLST OPER-OIL/GAS OPS OPER I-OIL/GAS OPERS OPER II-OIL/GAS OPERS OPER III-OIL/GAS OPERS AST OPER-OIL/GAS OPERS			15-30

ORGANIZATION PATTERN & MANNING: SEE ATTACHED CHART NO. _____ ISSUED ON _____.
(Attach the latest approved Organization Chart to the Job Description)

To be completed by submitting organization			Endorsed - (Organization Consulting Department)	
Endorsed by	Date	Title:	Organization	Date:
Approved by	Date:	Title:	Job Evaluation	Date:

Forward signed original only to Organization Consulting Department.

APPROVAL AUTHORITY:

New job for evaluation, revised or updated job, Department Head For Sc 14 and below, and Executive Management For Sc 15 and above.

JOB DESCRIPTION - PAGE 1 (Submit Original Only)

Saudi Aramco 5160 (3/2005)

SEE GENERAL INSTRUCTION 0.003 FOR
JOB DESCRIPTION PROCEDURES AND EXAMPLE

Job Title ADMINISTRATIVE CLERK I		Date Approved	SAP Job Code: 20000958
Department name		Division/Section name	Unit

1. **BASIC FUNCTION:** Give brief summary of the primary purpose(s) of the job.

Performs a wide variety of clerical and administrative duties for an individual or group of individuals.

2. **SCOPE:** Indicate as appropriate size, geographic area, plant equipment, throughput, organizations served, financial responsibility, authority, and supervision received, supervision exercised (Manpower) and activity indicators which relate to the job.

The administrative clerk I is generally assigned to handle all the clerical and administrative duties for a Unit Head, Section Head or Staff Group. The incumbent may also perform as one of a group of clerks in a large clerical function. Responsibilities involve handling correspondence, records and filing, telephone calls and reception duties, and variety of other clerical duties as necessary for the efficient running of an office.

Effective performance requires a good understanding of Saudi Aramco's clerical procedures and policies as well as an understanding of the operations, procedures and policies of the functional area. (Cont'd)

3. **PRINCIPAL CONTACTS:** Include purpose, frequency and significance to Saudi Aramco.

Internal: Daily, with all levels of personnel having dealing with the individual or group to whom assigned to receive and give information

External: Regularly with Industrial Relations, Finance, Materials Supply and other service organization to receive or provide information, or resolve procedural or policy problem.

4. **PRINCIPAL DUTIES:** Describe concisely each principal work activity listed in a logical order; normally, the order will be to list the most important duty first. Include important decisions and recommendations made, if applicable. For single application jobs indicate approximate percent of time spent accounting for at least 75% of total time. Start sentences with action verbs.
APPROX. %

Performs all or selection of the following duties:

- (a) Receive incoming mail, sorts, logs and distributes as required. Receives outgoing mail, logs and distributes.
- (b) Types all kinds of correspondence, reports, and Saudi Aramco forms using typewriters or word processing machines. Simple letters may be self-composed, more complex transcribed from hand written drafts or from dictating machines.
- (c) Receives telephone calls and visitors. Give answers to routine questions or takes messages. Refers other matters to appropriate personnel.
- (d) Prepares various statistical reports, data analyses and summaries using financial, planning and programs, statistical or other reference data as source material.
- (e) Creates and maintains filing systems, records and indices. Keeps reference files and policy manuals up-to-date by adding and deleting obsolete information.
- (f) Operates a personal computer, TSO or similar equipment as required to satisfactorily perform work assignment.

Use continuation section page 2 and attach continuation sheet(s) if necessary

ADMINISTRATIVE CLERK I

2. SCOPE (Cont'd)

Some applications of the position may require occasional work direction of lower grade clerical personnel.

Supervisors or senior personnel are usually available for consultation on work priorities and particular problems, but routine matters are normally handled with a good degree of independence.

The job is utilized in all areas of Company Operations ranging from Drilling and Producing to Medical, Planning and other technical areas.

The position defers from the Administrative Clerk II in that the individual has sufficient experience and expertise to handle more complicated work assignments.

4. PRINCIPAL DUTIES (Continued):

- (g) Maintains office supplies as necessary
- (h) Provides work direction to lower classified employees as required.
- (i) Operates production machines, omnifax machines, microfilm equipment and other office machines as required.
- (j) Performs any other clerical or miscellaneous duties as directed.

JOB DESCRIPTION - PAGE 2 (Submit Original Only)

Saudi Aramco 5160 (3/2005)

Overtime Class : 01

Date Approved : 6/15/1987

Salary Code : 07

Job Title

ADMINISTRATIVE CLERK I

SAP Job No. :

20000958

(Continuation from page 1)

5. MINIMUM REQUIREMENTS: A - Education - Degrees and/or licenses required; B - Prerequisite work experience in addition to education; C - Other.

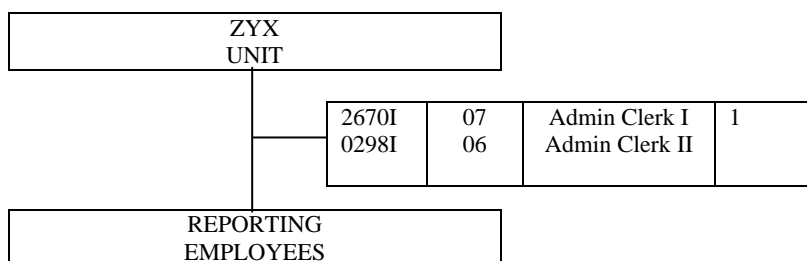
- A. Completion of phase1 and 2 of the ITC Clerical Training Program; English, E5; Math, MB, BBS, ETS.
- B. Four years experience in the clerical field.
- C. Ability to type in English at 45 net words per minute at 85% minimum accuracy.
- D. Many applications of the job requires the ability to operate a word processing machine or personal computer. This will require that the relevant Aramco courses are taken.

6. ORGANIZATION PATTERN AND MANNING:

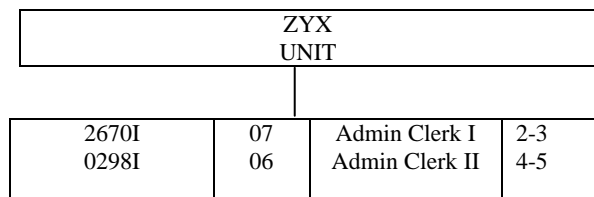
(From Approved Saudi Aramco Organization Charts) Indicate two levels of supervision above and two levels below the subject job, as applicable; and approved manpower for each position.

TYPICAL

A



B



ORGANIZATION PATTERN & MANNING: SEE ATTACHED CHART NO. _____ ISSUED ON _____.

(Attach the latest approved Organization Chart to the Job Description)

To be completed by submitting organization			Endorsed - (Organization Consulting Department)	
Endorsed by	Date	Title:	Organization	Date:
Approved by	Date:	Title:	Job Evaluation	Date:

Forward signed original only to Organization Consulting Department.

APPROVAL AUTHORITY:

New job for evaluation, revised or updated job, Department Head For Sc 14 and below, and Executive Management For Sc 15 and above.