STATE OF CALIFORNIA

Department of Parks and Recreation

EXAMINATION ANNOUNCEMENT

STATE PARK PEACE OFFICER CADET (RANGER) OPEN STATEWIDE

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

REQUIRED DOCUMENTATION

The following items must be mailed or filed in person by the Final File Date in order to be considered for this examination.

- ☐ **Examination and/or Employment Application (STD. 678)**
  http://jobs.ca.gov/Profile/StateApplication

- ☐ **Criminal Record Supplemental Questionnaire**
  http://jobs.ca.gov/pdf/crsq.pdf

POSITIONS EXIST

Statewide

SALARY RANGE

$3211 - $4313

WHO SHOULD APPLY

Applicants who meet the requirements as stated in the minimum qualifications section of this announcement by **August 1, 2015, the written test date**. Applications will not be accepted on a promotional basis.

WHERE TO APPLY

Applications (Std. Form 678) may be delivered in person or by mail. Please submit to:

By mail:
Department of Parks and Recreation
Attention: Selections Unit/Erin Heath
P.O. Box 942896
Sacramento, CA 94296-0001

In person:
Department of Parks and Recreation
1416 9th Street
Room 1018 (10th floor)
Sacramento, CA 95814

CROSS FILING INFORMATION

Only applications for the State Park Peace Officer **(Ranger)** will be accepted. If you are applying for the State Park Peace Officer (Lifeguard), or another examination, you must file a separate application for each one. Failure to do so will result in the rejection of your application from this examination.

INCLUDE EXAM CODE 5PR10-01 ON YOUR APPLICATION IN THE SECTION TITLED "EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING".

FINAL FILING DATE

Applications (Form 678) must be postmarked no later than **May 29, 2015, the final filing date.** Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.

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Exam Title:	**State Park Peace Officer Cadet (Ranger)**	**Release date:**	**April 17, 2015**
Exam Code:	**5PR10-01**	**Final Filing Date:**	**May 29, 2015**
Schem Code:	**BR78**	**Class Code:**	**1915**

EXAMINATION DATES AND INFORMATION

This examination will consist of three components: a Written Test weighted pass/fail, Physical Agility Test weighted pass/fail and a Qualification Appraisal interview weighted 100%. In order to obtain a position on the eligible list, you must pass the Written Test, the Physical Agility Test, and attain a score of at least 70% on the Qualification Appraisal interview.

Written Test Date: It is anticipated that the Written Test will be scheduled on **August 1, 2015.**

Physical Agility Date: It is anticipated that the Physical Agility Test will be scheduled **September/October, 2015.**

Qualification Appraisal Interview: It is anticipated that the interviews will be scheduled **October/November, 2015.**

Note: Reschedules will only be considered based on the California Government Code and the California Department of Human Resources policy.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment application. The Selections Unit will contact you to make special testing arrangements. If you have not been contacted prior to receiving a notice to appear for the examination, please contact the Exam Analyst at (916) 651-3383.

ELIGIBLE LIST INFORMATION

A departmental statewide eligible list will be established for the Department of Parks and Recreation. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by **August 1, 2015, the written test date**.

All applicants are required to fill out the "Criminal Record Supplemental Questionnaire" and mail it back to the Department of Parks and Recreation. You can access the questionnaire at http://jobs.ca.gov/pdf/crsq.pdf. Please mail your "Criminal Record Supplemental Questionnaire" to the address listed on the bulletin. If you do not return this form, you **will not** be considered for this exam.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

If education is required to meet the minimum qualifications, include on the application (question #13) the name and location of the institution, course of study, units completed (semester/quarter), diploma, degree, or certificate obtained, and date completed. **Note: Applicants who are hired from the employment list must provide their official transcripts from the applicable institution(s) if education is used to meet the minimum qualifications.**

Acceptable course work and degrees must be completed at a regionally accredited institution. Course work completed in other states is acceptable as long as the institution holds regional accreditation through an accrediting body. Course work and degrees completed outside of the United States must be evaluated by an approving foreign transcript evaluation agency before they may be used for credentialing purposes.

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MINIMUM QUALIFICATIONS

Possession of a valid California driver's license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess this license will be admitted to the examination, but they must produce evidence of the license prior to appointment.)

AND

Successful completion of two years (60 semester units) of study from a State accredited college or university including a minimum of 21 semester units satisfying the General Education Curriculum standards as identified for colleges and universities accredited by the Western Association of Colleges and Universities. Courses which meet this requirement include: Natural/Social Sciences, Language, Humanities, and Mathematics. (Students in their second year of college may apply, but they must satisfactorily complete their second year of college before they can be appointed.)

IN ADDITION, APPLICATIONS MUST CONTAIN THE FOLLOWING INFORMATION ON ALL COMPLETED COURSES SATISFYING THE GENERAL EDUCATION CURRICULUM STANDARDS:

COURSE TITLE; SEMESTER OR QUARTER CREDITS; NAME OF INSTITUTION; AND COMPLETION DATE.

NOTE: If you have formally completed requirements for and received either a two year (Associate of Arts/Science) or a four year (Bachelor of Arts/Science) degree, you are not required to list specific education courses.

POSITION DESCRIPTION

This is the entry and training level class for this series. The incumbents, under close supervision, will learn the duties of the State Park Peace Officer (Ranger) by participating in basic law enforcement, public contact and visitor services, interpretation, and resource management training programs. Incumbents who do not successfully complete the Department's Basic Visitor Services Training Program will be ineligible for movement to the class of State Park Peace Officer (Ranger).

AS A PEACE OFFICER, YOU ARE REQUIRED TO CARRY AND USE FIREARMS.

EXAMINATION SCOPE

Knowledge of:

1. Basic principles of dealing with the public.
2. Basic mathematics as required in accounting for funds.
3. Basic grammar and spelling as required in preparing reports and records.
4. General resource management and protection.
5. Principal recreational areas of the State of California.

Ability to:

1. Follow written and oral instructions.
2. Learn the principles and practices used in the conservation and interpretation of natural resources and historic areas.
3. Learn to use tools and equipment used on the job.
4. Work safely.
5. Learn to deal tactfully with individuals and groups.
6. Apply theory to practical situations.
7. Interpret and apply rules and instructions.
8. Communicate effectively.
9. Analyze situations accurately and adopt an effective course of action.
10. Perform duties which require physical strength and agility.
11. Learn law enforcement rules, regulations, and procedures as a State park peace officer, including arrests and the use of firearms.

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SPECIAL PERSONAL CHARACTERISTICS

Aptitude and demonstrated interest in park and recreation work, philosophy, and principles; willingness to wear the prescribed uniform and conform to departmental personal appearance standards; willingness to work at various locations throughout the State; willingness to work on Saturdays, Sundays, and holidays and at odd or irregular hours; willingness to perform law enforcement duties; satisfactory record as a law-abiding citizen; aptitude for interpretive and public relations work; emotional maturity; dependability; punctuality; tact and diplomacy; poise and self-confidence; sensitivity to needs and attitudes of others; neatness and courtesy.

SPECIAL PHYSICAL REQUIREMENTS

Physical strength, endurance, and agility; mentally alert; physically sound; hearing sufficient to perform the essential functions of the job; demonstrate sufficient swimming ability for self-preservation and to direct aquatic and lifesaving operations; best-corrected visual acuity of 20/20 or better in each eye; an uncorrected visual acuity of 20/40 or better in each eye; a peripheral visual field of at least 120 degrees horizontally and 100 degrees vertically in each eye; a normal color vision, as determined by Ishihara or other color palate test.

ADDITIONAL DESIRABLE QUALIFICATIONS

Paid or volunteer experience in law enforcement, or in the operation, protection, and interpretation of a park, forest, or public recreational or historical area.

Bachelor of Arts/Science Degree with specialization in Park Administration, Natural Sciences, Social Sciences, Law Enforcement, Business, or closely related subjects.

Possession of a valid instructor certificate for: Advanced First Aid, First Responder (EMSA approved), Basic First Aid, and/or Cardiopulmonary Resuscitation (CPR) from American Red Cross or American Heart Association.

Completion and current certification as an Emergency Medical Technician – Level I or II

AGE REQUIREMENT

Minimum age for appointment to a peace officer class: 18 years.

CITIZENSHIP REQUIREMENT

Existing law provides that persons in the classes in the State Park Peace Officer (Ranger) series be either a U.S. citizen or permanent resident alien who is eligible for and has applied for U.S. citizenship, prior to appointment.

VETERANS' PREFERENCE

Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

CAREER CREDITS

Career credits are not granted in open examinations.

SPECIAL REQUIREMENTS

Felony Disqualification:
You are disqualified from being employed as a peace officer under Government Code Section 1029 if: (1) you have been convicted of a felony in this State or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in this State; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been found not guilty by reason of insanity of any felony; (5) you have been determined to be a mentally disordered sex offender; (6) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted and committed to a State institution for use of hard drugs

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SPECIAL REQUIREMENTS (CONTINUED)

(e.g., heroin, cocaine or hallucinogens) subsequent to applicant's 18th birthday and prior to the applicant's 23rd birthday shall be grounds for disqualification from peace officer examinations until 5 years have elapsed from the date of the disclosed or revealed use of the drug and shall not be eligible to take any State civil service examination for a peace officer class until 5 years have elapsed from the date of the disclosed or revealed use.

In completing item number 2 on the Criminal Record Supplemental Questionnaire, you may answer "NO" to the question "Have you ever been convicted by any court of a felony?", If:

(1) The record of such an incident has been sealed in accordance with Penal Code Sections 851.7, 851.8, 1000.5, 1203.45; or

(2) The record of such an incident has been expunged or is expungable pursuant to Health and Safety Code Section 11361.5 which pertains to various marijuana offenses; or

(3) The conviction was under Health and Safety Code Section 11557 or its successor 11366 when that conviction was stipulated or designated to be a lesser included offense of the offense of possession of marijuana.

However, you must list the conviction if you have received a release (per Section 1203.4 or 1203.4A of the Penal Code or Welfare and Institutions Code 1179 or 1772) or a pardon (per Section 4852.16 of the Penal Code).

Drug Testing Requirement/Disqualification:
Candidates for positions in this class are required to pass a drug screening test. Use of hard drugs (e.g. amphetamines and methamphetamines, cocaine, marijuana/cannabinoids (THC), opiates (narcotics), phencyclidine (PCP), etc.) subsequent to the candidate's 18th birthday and prior to the candidate's 23rd birthday shall be disqualified from the examination in which he or she is competing until 5 years have elapsed from the date of the disclosed or revealed use of the drug.

Background Investigation Information:
If you are successful in this examination, you may be required to complete a background investigation form on which you must disclose (with the exception of the three items listed above) information of arrests regardless of conviction, felony and non-felony convictions, and driving violations. The information obtained on this document will be verified for integrity and accuracy with a Computer Voice Stress Analysis, and used to conduct a thorough background investigation to determine your suitability to become a peace officer.

Information collected for a background investigation after the examination is distinct from that required on the standard application Form STD. 678, which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing Item number 2 on the Criminal Record Supplemental Questionnaire.

Persons who have previously undergone a Department of Parks and Recreation background investigation may be required to undergo an additional background investigation.

Persons unsuccessful in the background investigation cannot be appointed as a peace officer.

Medical Evaluation Information:
If you are successful in this examination, you may be required to submit to a medical evaluation to determine if you are free from any physical (i.e. medical) condition that might adversely affect your ability to exercise peace officer powers. Persons unsuccessful in this evaluation cannot be appointed as a peace officer.

Psychological Evaluation Information:
If you are successful in this examination, you may be required to submit to a psychological evaluation to determine if you are free from any emotional or mental condition that might adversely affect your ability to exercise peace officer powers, and to otherwise ensure that you are capable of withstanding the psychological demands of the position. Persons unsuccessful in this evaluation cannot be appointed as a peace officer.

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CONFIDENTIALITY AND SECURITY

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

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GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Parks and Recreation, (916) 651-3383 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the Selection Unit of the Department of Parks and Recreation, (916) 651-3383, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at Department of Parks and Recreation, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at jobs.ca.gov.

If you meet the requirements, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Parks and Recreation reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Veterans' Preference: Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CalHR 1093), which is available at https://jobs.ca.gov/job/veteransinformation, and the Department of Veterans Affairs.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

DEPARTMENT OF PARKS AND RECREATION
Personnel Office/Selection Unit 1416 9th Street, Room 1018, Sacramento, CA 95814 (916) 651-3383

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)

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