

STATE OF CALIFORNIA

Department of Parks and Recreation

# CAREER OPPORTUNITY BULLETIN



**Date: August 14, 2007**

**Bulletin # 683**

This Career Opportunity Bulletin may also be viewed on our website at  
[www.parks.ca.gov](http://www.parks.ca.gov)

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

## HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296-0001

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

**FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: August 24, 2007**

California Relay Service  
TDD 1-800-735-2929

Jobs Phone Line  
1-916-653-6995

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

## **Career Opportunity Bulletin #683**

- **ASSOCIATE PERSONNEL ANALYST/STAFF SERVICES ANALYST – PERSONNEL SERVICES/EXAM UNIT/HEADQUARTERS/SACRAMENTO**
- **MANAGEMENT SERVICES TECHNICIAN – SAN LUIS OBISPO COAST DISTRICT/ COASTAL SECTOR**
- **MANAGEMENT SERVICES TECHNICIAN – SIERRA DISTRICT/DISTRICT ADMINISTRATION OFFICE**
- **OFFICE ASSISTANT (TYPING) (PERMANENT INTERMITTENT) – OCEANO DUNES DISTRICT**
- **OFFICE TECHNICIAN (TYPING) – INLAND EMPIRE DISTRICT/PERRIS SECTOR**
- **PARK MAINTENANCE WORKER I – CENTRAL VALLEY DISTRICT/CALAVERAS SECTOR/CASWELL MEMORIAL STATE PARK**
- **STATE PARK EQUIPMENT OPERATOR – OCOTILLO WELLS DISTRICT**

### WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility and who meet this eligibility by the established final filing date.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314.

Only the most qualified candidates will be selected for an interview. All appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (California Statewide Law Enforcement Association – CSLEA): Positions for voluntary geographic transfers will be filled in accordance with Article 16, section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)

Positions for voluntary geographic transfers will be filled in accordance with Article 17, sections 17.1-17.7 of the unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)

Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 of the unit 13 collective bargaining agreement.

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

### **ASSOCIATE PERSONNEL ANALYST (\$4255 - \$5172)/STAFF SERVICES ANALYST (\$2724 - \$4300) – PERSONNEL SERVICES/EXAM UNIT/HEADQUARTERS/SACRAMENTO**

The reporting location for this position is the Headquarters Office in Sacramento. This position will work under the direction of the Staff Services Manager I. This position offers an opportunity for participation in the department's examination program and travel throughout the State Park System. Duties and tasks involve researching and analyzing essential job functions of the classification being examined through a Job Analyses; preparing exam bulletins' serving as proctor for written and performance examinations; entering pertinent information into the SPB on- line examination system; arranging for consultants to assist in developing exams; identifying and reserving testing facilities, panel members and certified Chairpersons for oral interviews; interpreting and applying civil service laws, rules, and procedures pertaining to examinations; and investigating and responding to exam appeals. The incumbent should have good written and verbal communication skills, be able to work in a team environment, and have knowledge of the examination process. The ability to use a variety of software programs is essential. This position may be downgraded for recruitment purposes. *Employees holding appointments to classifications which are eligible to lateral to the Associate Personnel Analyst/Associate Governmental Program Analyst are encouraged to apply.* **State housing is not available.** For further information regarding this position, please contact Linda Stott at (916) 653-3919 or [lstot@parks.ca.gov](mailto:lstot@parks.ca.gov).

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

**MANAGEMENT SERVICES TECHNICIAN (\$2413 - \$3313) – SAN LUIS OBISPO COAST DISTRICT/COASTAL SECTOR**

The reporting location for this position is the San Luis Obispo Coast Sector Office. This position will work under the direction of the State Park Superintendent III for the Coastal Sector. The incumbent will be responsible for detailed administrative functions within the Sector including fiscal tracking, using Microsoft Excel spreadsheets, Microsoft Word programs, CAMP input, CalCard logs and 511 tracking. The incumbent will keep all supervisors advised of all current accounting and personnel procedures and policies. **This position is subject to Post and Bid.** To be considered a bidder for this position, bidders must complete a Post and Bid Position Application PO-42, available on the DPR Intranet under Personnel Services, by the final filing date. The examination and/or Employment Application STD. 678 will not be accepted as a bid for this position. For applicants not applying as part of Post and Bid, please include position number 549-741-5278-001 in the Job Title Section of the STD. 678. In the post and bid process, consideration to fill this position will be first given to the most senior eligible candidates. Employees selected through the Post and Bid process have five (5) working days from the date of contact to accept or decline the job offer. The Post and Bid process for Bargaining Units 1 & 4 allow for a 30 day trial “no-fault” provision. “No-fault” is a period of time which allows the employee and management to determine if the position is suitable for the employee. **State housing is not available.** For further information regarding this position, please contact Daryl Mullikin at (805) 772-6413 or [dmullikin@hearstcastle.com](mailto:dmullikin@hearstcastle.com).

**MANAGEMENT SERVICES TECHNICIAN (\$2413 - \$3313) – SIERRA DISTRICT/DISTRICT ADMINISTRATION OFFICE**

The reporting location for this position will be the District Administration Office at Sugar Pine Point State Park in Tahoma. This position will work under the direction of the Administrative Officer III. The incumbent will be part of a dynamic District Admin team, and will be responsible for the timekeeping and all other personnel functions of the District's approximately 70 permanent intermittent and 150+ seasonal employees. Desirable qualities include excellent organizational, communication, and problem solving skills, and the ability to work well with others. **This position is subject to Post and Bid.** To be considered a bidder for this position, bidders must complete a Post and Bid Position Application PO-42, available on the DPR Intranet under Personnel Services, by the final filing date. The examination and/or Employment Application STD. 678 will not be accepted as a bid for this position. For applicants not applying as part of Post and Bid, please include position number 549-683-5278-001 in the Job Title Section of the STD. 678. In the post and bid process, consideration to fill this position will be first given to the most senior eligible candidates. Employees selected through the Post and Bid process have five (5) working days from the date of contact to accept or decline the job offer. The Post and Bid process for Bargaining Units 1 & 4 allow for a 30 day trial “no-fault” provision. “No-fault” is a period of time which allows the employee and management to determine if the position is suitable for the employee. **State housing is not available.** For further information regarding this position, please contact Sue Dower at (530) 525-9522 or [sdower@parks.ca.gov](mailto:sdower@parks.ca.gov).

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

**OFFICE ASSISTANT (TYPING) (PERMANENT INTERMITTENT) (\$11.96 - \$15.77/HOUR) – OCEANO DUNES DISTRICT**

The reporting location for this position is the Oceano Dunes Ranger Station. This position will work under the direction of the Deputy District Superintendent. The position maintains the public information contact function of the ranger station and provides support services to the District's public safety program. Duties include computerized data entry and retrieval, public safety report and complaint processing, filing, and handling confidential public safety records. Candidate must be willing and able to work weekends. This position may work up to 1500 hours per year. **State housing is not available.** For further information regarding this position, please contact Marilyn Knollenberg at (805) 773-7172.

**OFFICE TECHNICIAN (TYPING) (\$2598 - \$3157) – INLAND EMPIRE DISTRICT/PERRIS SECTOR**

The reporting location for this position is the Lake Perris Sector Office. This position will work under the direction of the Lake Perris Sector Superintendent. This position will be responsible for all business management of the Perris Sector, and will serve in a lead capacity in the efficient operation of the Sector Office, and for work performed by the Office Assistant (General) in records management, visitor customer service and general clerical procedures. **State housing is not available.** For further information regarding this position, please contact Kathy Weatherman at (951) 940-5668.

**PARK MAINTENANCE WORKER I (\$2833 - \$3382) – CENTRAL VALLEY DISTRICT/ CALAVERAS SECTOR/CASWELL MEMORIAL STATE PARK**

The reporting location for this position is the Caswell Memorial State Park Maintenance Shop located in Ripon. The incumbent will be responsible for the maintenance and housekeeping operations at Caswell Memorial State Park and Bethany Reservoir State Recreation Area. The incumbent will perform a full range of duties including using skills in carpentry, electrical, plumbing, and resource protection. The incumbent will work as a leadsperson for seasonal staff, volunteer staff, and inmate crews. This is a great opportunity for someone who wants to grow, develop, and be a team leader. The incumbent's work schedule will be Sunday through Thursday from 7:00 a.m. to 3:30 p.m. **State housing is not available.** For further information regarding this position, please contact Doug Johnson at (209) 874-2305 or [djohnson@parks.ca.gov](mailto:djohnson@parks.ca.gov).

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

### **STATE PARK EQUIPMENT OPERATOR (\$3778 - \$4142) – OCOTILLO WELLS DISTRICT**

The reporting location for this position is the Ocotillo Wells Maintenance Shop located in Borrego Springs. The incumbent will be required to work throughout the District as necessary. The incumbent will be responsible for the operation, maintenance and repair of various pieces of heavy equipment assigned to the District and performing various tasks in maintenance of facilities (primarily roads, trails, camping and parking areas) within the District. The incumbent may be required to provide lead to seasonal Maintenance Aides and outside agency work crews. The incumbent's work schedule will be Monday through Thursday from 6:00 a.m. to 4:00 p.m. **A valid California Class "A" Driver's license is required. Please provide proof of eligibility with application. This position is subject to the Federal Drug and Alcohol Testing Program. State housing may be available.** For further information regarding this position, please contact Brian Oliver at (760) 767-0162 or [boliver@parks.ca.gov](mailto:boliver@parks.ca.gov).

**\*\*\*\*\* EXAMINATIONS \*\*\*\*\***

The Department of Parks and Recreation has scheduled the following examinations.  
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation  
Personnel Office  
ATTENTION: EXAM UNIT  
P.O. Box 942896  
Sacramento, CA 94296-0001

<u>CLASS</u>	<u>FINAL FILING DATE</u>	<u>EXAM BASE</u>
Architectural Designer	August 17, 2007	Open
CEA, Chief, Archaeology, History and Museums Division	August 24, 2007	
Park Maintenance Worker I	August 17, 2007	Open/Non Promo
Pool Lifeguard	August 31, 2007	Open/Spot Alpine