

STATE OF CALIFORNIA

Department of Parks and Recreation

CAREER OPPORTUNITY BULLETIN



Date: July 16, 2007

Bulletin # 679

This Career Opportunity Bulletin may also be viewed on our website at
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: July 27, 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 #679

- **ACCOUNTING ADMINISTRATOR I (SPECIALIST) – BUDGET SECTION/STATEWIDE BOND SECTION/HEADQUARTERS/SACRAMENTO**
- **ACCOUNTING TECHNICIAN – ADMINISTRATION DIVISION/BUSINESS AND FISCAL SERVICES/HEADQUARTERS/SACRAMENTO**
- **GROUNDSKEEPER – SIERRA DISTRICT/SIERRA GOLD SECTOR/EMPIRE MINE STATE HISTORIC PARK**
- **OFFICE ASSISTANT (TYPING) (PERMANENT INTERMITTENT) – PARK OPERATIONS/HEADQUARTERS/SACRAMENTO**
- **OFFICE TECHNICIAN (TYPING) (PERMANENT INTERMITTENT) – ARCHAEOLOGY, HISTORY & MUSEUMS DIVISION/HEADQUARTERS/SACRAMENTO**
- **PARK MAINTENANCE ASSISTANT – ANGELES DISTRICT/MALIBU SECTOR**
- **PARK MAINTENANCE ASSISTANT – ANGELES DISTRICT/TOPANGA SECTOR**
- **STAFF SERVICES MANAGER I – ADMINISTRATIVE SERVICES DIVISION/ CONTRACTS AND ASSET MANAGEMENT SECTION/CONTRACT SERVICES UNIT/ HEADQUARTERS/SACRAMENTO**

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

- **STATE PARK SUPERINTENDENT I – CAPITAL DISTRICT/RAILROAD SECTOR/ RAILTOWN 1897 STATE HISTORIC PARK**
- **STATE PARK SUPERINTENDENT II – HOLLISTER HILLS DISTRICT**
- **SUPERVISING STATE PARK RANGER – MONTEREY DISTRICT/MONTEREY SECTOR**
- **SUPERVISING STATE PARK RANGER – RUSSIAN RIVER DISTRICT/RUSSIAN RIVER SECTOR**

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 (CSLEA-California Statewide Law Enforcement Association): 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.

ACCOUNTING ADMINISTRATOR I (SPECIALIST) (\$4674- \$5681) – BUDGET SECTION/ STATEWIDE BOND SECTION/HEADQUARTERS/SACRAMENTO

The reporting location for this position is the Budgets Office at Headquarters in Sacramento. This position will work under the direction of the Staff Services Manager II. This position offers the opportunity to work with statewide oversight of \$13.4 billion in general obligation bond expenditures, staffed within Budget Section of the California State Parks. This position requires accounting expertise, general obligation bond experience, excellent organizational skills, and the ability to develop innovative ways of accomplishing goals. The Budget Section offers the potential for professional growth and development in a supportive environment. The incumbent will work directly with the State Treasurer's Office, Resources Agency, and Department of Finance to determine the tax compliance reporting and restriction rules impacting state agencies utilizing bond proceeds, and provide assistance to recipient departments in meeting reporting requirements and resolving tax compliance issues. This position will oversee creation and implementation of a monthly tax compliance expenditure report tracking system for 22 different departments across four different agencies. The primary focus of this position involves tax compliance reporting for general obligation bonds in the resources area; however the incumbent may be assigned workload or projects in other areas as needed. Knowledge of State accounting processes and Microsoft Excel is required. Familiarity with general obligation bond processes including interim financing steps is encouraged. Excellent analytical, verbal and written communication skills are highly desirable, along with the ability to successfully interact with staff at all organizational levels. **State housing is not available.** For further information regarding this position, please contact Gaynell Francis at (916) 653-6614 or gfrancis@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.

ACCOUNTING TECHNICIAN (\$2551 - \$3103) – ADMINISTRATION DIVISION/BUSINESS AND FISCAL SERVICES/HEADQUARTERS/SACRAMENTO

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Accounting Administrator I. The incumbent will have the opportunity to interact with the administrative and field staff. The incumbent's duties include reviewing and auditing Contract and Interagency agreements and processing requests for payment to the State Controller's Office; reconciling outstanding balances in CALSTARS against the Department's encumbrance reports; and having the responsibility for printing the Claim Schedule Face Sheets and Remittance Advices for the submission of the Claim Schedules to the State Controller's Office. We are located close to the State Capitol, Downtown and Light Rail. **State housing is not available.** For further information regarding this position, please contact Kathryn Carranza at (916) 653-4543.

GROUNDSKEEPER (\$2599 - \$2951) – SIERRA DISTRICT/SIERRA GOLD SECTOR/EMPIRE MINE STATE HISTORIC PARK

The reporting location for this position is the Empire Mine State Historic Park Grounds Shop. The incumbent will perform a variety of grounds and facility maintenance tasks which include mowing, operating string trimmers, spraying of pesticides, equipment and irrigation system maintenance, minor plumbing repairs, housekeeping and resource management. The park consists of 856 acres, 15 of which comprise the historic gardens and grounds. The incumbent will be responsible for the mowing of over 8 acres of lawn, and act as lead person to volunteers and seasonal employees. The incumbent may work in other units of the District on additional groundskeeping projects as assigned. The incumbent's work schedule will be Tuesday through Friday from 6:00 a.m. to 4:30 p.m. **State housing is not available.** For further information regarding this position, please contact Julie Clark at (530) 273-3884 or Vicki Niederost Rau at (530) 273-7715.

OFFICE ASSISTANT (TYPING) (PERMANENT INTERMITTENT) (\$11.96 - \$15.77/HOUR) – PARK OPERATIONS/HEADQUARTERS/SACRAMENTO

The reporting location for this position is the Park Operations Office at Headquarters in Sacramento. This position will work under the direction of the Administrative Chief. The primary duty of this position is to act as a receptionist by answering all incoming calls, taking phone messages, and greeting visitors/employees conducting business with all the Divisions of Park Operations. The incumbent will also be responsible for mail distribution, filing, copying, ordering office supplies, inputting into various databases and the scheduling/coordinating of the conference rooms' calendars. This position may work up to 1500 hours per year. **State housing is not available.** For further information regarding this position, please contact Giz Bueno at (916) 651-7858.

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 TECHNICIAN (TYPING) (PERMANENT INTERMITTENT) (\$14.99 - \$18.21/HOUR) – ARCHAEOLOGY, HISTORY & MUSEUMS DIVISION/HEADQUARTERS/SACRAMENTO

The reporting location for this position is the Archaeology, History & Museums Division located at Headquarters in Sacramento. This position will work under the direction of the Manager of the Cultural Heritage Section. The incumbent will provide clerical and administrative support for the Division's two section managers and their professional staff. Duties will include timekeeping for the Division, editing and typing documents and reports, general receptionist tasks, coordination of meetings, ordering and purchasing supplies for headquarters staff, and maintaining unit filing system, including the reference library. The ability to work independently and as part of a team, effectively communicate, multitask and meet deadlines is desirable, as well as is proficiency in Microsoft Word and Excel. This position may work up to 1500 hours per year. **State housing is not available.** For further information regarding this position, please contact John Foster at (916) 653-4529.

PARK MAINTENANCE ASSISTANT (\$2599 - \$ 2833) – ANGELES DISTRICT/MALIBU SECTOR

The reporting location for this position is Leo Carrillo State Park, but the incumbent may be required to work throughout the Malibu Sector as per operational need. The incumbent's duties include leading 4 to 5 Maintenance Aide (Seasonal) employees in the daily operations of housekeeping, facility maintenance, and equipment operations in campgrounds and beaches within the Sector. 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 Oscar Rodriguez at (310) 457-3932 or (310) 699-1719.

PARK MAINTENANCE ASSISTANT (\$2599 - \$2833) – ANGELES DISTRICT/TOPANGA SECTOR

The reporting location for this position is Will Rogers State Historic Park. The incumbent will be responsible for housekeeping of the park facilities and the house museum; maintain turf, flowerbeds and park grounds; assist in general facility maintenance; and may be the lead person for the seasonal staff, Court Referrals and Inmate Crews. This position provides a challenging opportunity to work with a wide variety of skills, programs and natural and cultural resources. This position may assist with work in other park units within the District. 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 Dale Skinner at (310) 454-8212 ex 108.

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

**STAFF SERVICES MANAGER I (\$4912 - \$5926) – ADMINISTRATIVE SERVICES DIVISION/
CONTRACTS AND ASSET MANAGEMENT SECTION/CONTRACT SERVICES UNIT/
HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Staff Services Manager III. The Department enters into extensive contracts for a variety of Services, Consulting Services, Memorandum of Understanding, Public Works, CMAS – Information Technology Services, and Architectural and Engineering. The incumbent will be responsible for the administration of the decentralized statewide contracts program and the daily supervision, training and direction of the Contracts staff, including analysts and clerical staff whose duties include the following: review and evaluate a variety of contracts, including, but not limited to, Short-Form contracts, Agreement for Services, Standard Agreements and Interagency Agreements; provide technical assistance to Districts/Divisions in developing and processing contracts; track and monitor contracts using an Access-based database; provide formalized contract training to Districts/Divisions as needed. Attendance and completion of DGS, Procurement and Contracting Academy training may be required. Track compliance with the Small Business and Disabled Veteran Program's goals and provide input to ensure success in meeting these mandates. This position requires the knowledge and ability to interpret various reference sources applicable to contracts including, but not limited to, Public Contract Code, Government Code, Labor Code, Public Resources Code, Business and Professions Code, Code of Regulations, and the State Administrative and Purchasing Authority Manuals. Training and Development Assignments will be considered. **State housing is not available.** For further information regarding this position, please contact Gayle Bohlmann at (916) 653-7377.

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

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

STATE PARK SUPERINTENDENT I (\$5031 - \$6069) – CAPITAL DISTRICT/RAILROAD SECTOR/RAILTOWN 1897 STATE HISTORIC PARK

The reporting location for this position is Railtown State Historic Park (SHP). This position will work under the direction of the Museum Director. The incumbent will be responsible for overseeing and managing all aspects of Park Operations including budgeting and expenditures, visitor services, law enforcement, facility maintenance, curatorial and resource management, interpretation, real property, interagency contacts, public relations and the operation of a working railroad subject to all legal aspects of the Federal Railroad Administration. Plans, organizes, implements, reviews and assists the District Superintendent in achieving overall District and Departmental objectives. Manage the recruitment and interviews of permanent and seasonal staff. The incumbent will be responsible for the security of facilities at Railtown SHP including one of only two roundhouses in the United States that have been continuously operating since before 1900. The incumbent will develop and implement the law enforcement and emergency response. **State housing is not available.** For further information regarding this position, please contact Paul Hammond at (916) 445-1705 or p Hammond@parks.ca.gov.

STATE PARK SUPERINTENDENT II (\$5525 - \$6664) – HOLLISTER HILLS DISTRICT

The reporting location for this position is Hollister Hills District Headquarters. This position will work under the direction of the Chief of the Off-Highway Motor Vehicle Recreation (OHMVR) Division. The incumbent will have the authority and responsibility to plan, direct, implement, evaluate, and control the District's functional program of administration, maintenance, and visitor services. The incumbent will coordinate the management and protection of the District's cultural and natural resources, real property, plans, prospectuses, procedures, and programs for the purpose of efficient and effective utilization of District resources in order to meet the Department of Parks and Recreation and the OHMVR Division's objectives of providing quality services and recreational experience. The incumbent will provide leadership, supervision, training, and employee development opportunities to staff. The incumbent maintains cooperative professional relationships within the community in order to further the philosophy and purposes of the State Park System and the OHMVR Division and insures that clear, direct legislative liaison is maintained with local legislative field offices. **State housing is not available.** For further information regarding this position, please contact Phil Jenkins at (916) 324-5801.

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

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

**SUPERVISING STATE PARK RANGER (\$4590 - \$5525) – MONTEREY DISTRICT/
MONTEREY SECTOR**

The reporting location for this position is the Monterey Sector Office. This position will work under the direction of the Monterey Sector Superintendent. Units in the Monterey Sector include Zmudowski State Beach, Moss Landing State Beach, Salinas River State Beach, Marina State Beach, Fort Ord Dunes State Park, Monterey State Beach, Pt. Lobos State Reserve, Carmel River State Beach and Garrapata State Beach. The incumbent will plan, direct and review Visitor Services programs; plan and implement patrol programs and procedures; provides assistance in emergency response including aquatic responses; provides leadership, coordination, and evaluation to maintain high quality interpretive programs and assists with development and implementation of sector resource management projects. The incumbent will work closely with other Sector supervisory and management staff including the Sector Superintendent, Superintendent I, Supervising Lifeguard, Environmental Scientist, Maintenance Chief and Maintenance Supervisor to promote teamwork and accomplish Sector goals. This position will be expected to work evening and weekend shifts for supervisory coverage. **State housing may be available.** For a copy of the duty statement, please contact Kim Arenas at (831) 647-6277 or Karen@parks.ca.gov. For further information regarding this position, please contact Dana Jones at (831) 238-3317 or dana.jones@parks.ca.gov.

**SUPERVISING STATE PARK RANGER (\$4590 - \$5525) – RUSSIAN RIVER DISTRICT/
RUSSIAN RIVER SECTOR**

The reporting location for this position is the Fort Ross State Historic Park Visitor Center/Office. This position will work under the direction of the Sector Superintendent. The incumbent will supervise the Visitor Service and Aquatic Safety Program at Fort Ross State Historic Park, Salt Point State Park, and Kruse Rhododendron State Reserve. From rich Native American, Russian and early American cultural resources to diverse coastal natural resources, these units offer a unique opportunity to supervise diverse interpretative, volunteer, resource, law enforcement, aquatic safety, and emergency medical response programs. The incumbent will be responsible for maintaining a good working relationship with the public, staff, cooperating association and the community, in addition to emergency response and law enforcement agencies. The District is looking for a creative, energetic and resourceful individual with strong leadership, interpersonal and communication skills who will accept a wide variety of challenges in this scenic and remote area along the northern California coast. **State housing is not available.** For further information regarding this position, please contact Linda Rath at (707) 865-3121 or Heidi Horvitz at (707) 865-3124.

******* 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
Communications Operator	Continuous Filing	Open