



STATE OF CALIFORNIA
Department of Parks and Recreation
EXAMINATION ANNOUNCEMENT
STATE PARK PEACE OFFICER CADET
(LIFEGUARD)



Exam Type: OPEN
Final Filing Date: CONTINUOUS

*Application cutoff dates are established as needed

REQUIRED DOCUMENTATION

To be considered for this examination the following items must be submitted by mail, email, or filed in person by the established cutoff date, **July 31, 2023**.

Examination and/or Employment Application (STD. 678)

<https://www.jobs.ca.gov/pdf/std678.pdf>

Criminal Record Supplemental Questionnaire

<https://www.jobs.ca.gov/pdf/crsg.pdf>

Electronic Communication Opt-In

<https://www.parks.ca.gov/pages/736/files/Electronic%20Communication%20Opt-In.pdf>

POSITIONS EXIST

Statewide

SALARY RANGE

\$4,077.00 - \$5,499.00 monthly

WHO SHOULD APPLY

Applicants who meet the requirements stated in the Minimum Qualifications section of this announcement by the written examination date, September 17, 2023, will be admitted into the exam, but applications must be submitted by the cutoff date, July 31, 2023. Applications will not be accepted on a promotional basis.

APPLICATION INSTRUCTIONS

Cutoff Date: **July 31, 2023**

Applications received after the cutoff date will be held and processed on the next established cutoff date. For exam purposes, the postmarked date will be considered the received date.

Applications (STD. 678) are available at California Department of Human Resources website <https://www.jobs.ca.gov>. Applications postmarked, emailed, or delivered in person after the final filing date **will not** be accepted for any reason.

Applications **must** include the following information in the section titled: "Examination(s) or Job Title(s) for which you are applying."

- Exam Title: **State Park Peace Officer Cadet (Lifeguard)**
- Exam Code: **3PR28**

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

Do not send your application via office or interoffice mail. Applications received by this manner **will not** be accepted and cannot be returned pursuant to California Code of Regulations §174. Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Exam Title: **State Park Peace Officer Cadet (Lifeguard)**
Exam Code: **3PR28**
Schem Code: **BS42**

Release date: **June 11, 2023**
Final Filing Date: **July 31, 2023**
Class Code: **1916**

WHERE TO APPLY

Applications can be submitted:

By email:

Exams@parks.ca.gov

Place **(3PR28)** in subject line.

By mail:

Department of Parks and Recreation
Attention: Selections Unit/Jacques Carter
P.O. Box 942896
Sacramento, CA 94296-0001

In person:

Department of Parks and Recreation
Attention: Selections Unit/Jacques Carter
715 P Street, 1st floor Security Desk
Sacramento, CA 95814

EXAMINATION DATES

The California Commission on Peace Officer Standards and Training (**POST**) Post Entry-Level Law Enforcement Test Battery (**PELLETB**) written test will be administered at the following two locations:

- **Northern California, September 16, 2023**
- **Southern California, September 17, 2023**

Note: Reschedules will be considered based on the California Government Code and the California Department of Human Resources policy. Contact: Jacques Carter at 916-902-8674 or Jean Krause at 916-902-8708 to discuss.

SPECIAL PHYSICAL REQUIREMENTS

Note: A Physical Agility Test (PAT) will be administered the same date(s) and location(s) as the PELLET B.

Physical Agility Testing: Candidates must pass the PAT as part of the background and academy selection process. Candidates will be notified three to four weeks prior to their exam date, as to the specific location, date, and time in which to appear. For more information, please visit the Parks' website at https://www.parks.c.gov/?page_id=21240

Physical strength, endurance, and agility; mentally alert; physically sound; hearing in each ear sufficient to perform the essential functions of the job; ability to swim at a level to perform lifesaving activities; 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.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark "yes" in the corresponding box 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 Jacques Carter at 916-902-8674 or Jean Krause at 916-902-8708.

ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the Department of Parks and Recreation. Successful candidates will be merged onto the existing list, in rank order. Candidate eligibility will expire 18 months after it is established.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the established written examination date.

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, in the education section, 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 if 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.

AGE REQUIREMENT

Minimum age for appointment to a peace officer class: 21 years

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "**Either**" I, "**Or**" II, "**Or**" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

ALL LEVELS

Applicants may be admitted into the examination without meeting the requirements within the "All Levels" section, but the applicant must meet those requirements prior to appointment. For the education requirement, students who have completed 30 semester units of the required education may apply, but they must satisfactorily complete the required 60 semester units of education before they can be appointed.

Possession of a valid Class C California driver's license issued by the California Department of Motor Vehicles; **and**

Six (6) months of experience performing the duties of a lifeguard in other than swimming pools; **and**

Must meet the peace officer selection standards developed by the [Commission on Peace Officer Standards and Training](#) per Penal Code section 13510(a).; **and**

Applicants for positions in this class are required to pass a drug screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement; **and**

Education: Completion of 60 semester units at an 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 Schools and Colleges.

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 (i.e. Associates of Arts/Science) or a four-year (i.e. Bachelor of Arts/Science) degree, you are not required to list specific education courses.

POSITION DESCRIPTION

This is the entry and training level class in this series. Under close supervision, incumbents learn the duties of a State Park Peace Officer (Lifeguard). Incumbents participate in public safety and basic law enforcement, patrol, public contact and visitor facility operations and services, educational and interpretative services and resource protection/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 (Lifeguard). **AS A PEACE OFFICER, YOU ARE REQUIRED TO CARRY AND USE FIREARMS.**

EXAMINATION INFORMATION

The examination will consist of the PELLETB exam weighted 100%. To obtain a position on the eligible list, you must attain a score of at least 70% on the exam. **CANDIDATES WHO DO NOT APPEAR FOR THE PELLETB EXAM WILL BE DISQUALIFIED.**

The POST PELLETB test will be administered to candidates who meets the minimum qualifications and does not provide evidence of a T-score of 42 or higher obtained within 12 months prior to **September 17, 2023**. Proof of T-scores must be postmarked, emailed or delivered in person to the Department of Parks and Recreation no later than the written test date. Note: Applicants can only compete in one Commission on Peace Officer Standards and Training (POST) PELLETB exam in a 30-calendar day period.

EXAMINATION SCOPE

POST PELLETB EXAM

Knowledge of: Basic grammar and spelling as required in preparing reports and records.

Ability to: Read, write, and understand the English language in order to complete assigned tasks.

For test preparation tips, please review the practice guide available on the POST website https://post.ca.gov/portals/0/post_docs/publications/poWrittenPracticeTest.pdf

CITIZENSHIP REQUIREMENT

In accordance with Government Code Section 1031, effective January 1, 2023, peace officers must be legally authorized to work in the United States under federal law. There are no specific citizenship requirements.

SPECIAL REQUIREMENTS FELONY

Felony Disqualification - Under the provisions of Government Code Section 1029(a), persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to be appointed to positions in this classification. A conviction that has been expunged and/or sealed could or may be cause for automatic disqualification.

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).

SPECIAL REQUIREMENTS DRUGS

Drug Testing Requirement/Disqualification - Applicants to this classification will be required to pass a drug- screening test. Use of any controlled substance deemed unlawful under the statutes of the State of California and/or the United States of America, may be cause for automatic disqualification. An automatic disqualification for drug use is based primarily on the type of substance and the timeframe involved.

Background Investigation Information:

If you are successful in this examination, you will be required to complete a background investigation form on which you must disclose (with exception to the three listed items above, under the Special Requirement Felony section) information of arrests regardless of conviction, felony and non-felony convictions, and driving violations. The information obtained on the documents 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.

SPECIAL REQUIREMENTS MEDICAL

Persons unsuccessful in the background investigation cannot be appointed as a peace officer. Selection for the position of State Park Peace Officer is competitive and the standards are quite stringent. The Department of Parks and recreation reserve the right to select only the most qualified candidates for the position.

Medical Evaluation Information:

If you are successful in this examination, you will be required to submit to a medical evaluation prior to appointment 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 will be required to submit to a psychological evaluation prior to appointment 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.

PERFERRED OR DESIRABLE QUALIFICATIONS

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, 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.

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 CPR from the American Red Cross or American Heart Association.

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

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

All employees must have general qualifications as described by [California Code of Regulations, title 2, section 172.](#)

VETERANS' PREFERENCE

Veterans' Preference will be granted 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 placed in the top rank of the resulting eligibility list. Any veteran 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.
4. 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/Public/Jobs/Veterans.aspx>, and the Department of Veterans Affairs.

CAREER CREDITS

Career credits are not granted in open examinations.

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.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Parks and Recreation, Jacques Carter at 916-902-8674 or Jean Krause at 916-902-8708, three days prior to the written test date if he/she has not received his/her notice.

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 meet the needs of the Department if the circumstances under which this examination plan changes. Any revision will be in accordance with civil service laws and rules and all competitors will receive notification.

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 will be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

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)