



STATE OF CALIFORNIA
Department of Parks and Recreation
 EXAMINATION ANNOUNCEMENT
PARK MAINTENANCE ASSISTANT
OPEN - STATEWIDE



AN EQUAL OPPORTUNITY 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, MEDICAL CONDITION OR PREGNANCY, COMMITTED TO VALUING DIVERSITY IN THE WORKPLACE.

QG95-6766

3PR12

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.

DEPARTMENTAL FOR

Department of Parks and Recreation

POSITIONS EXIST

Statewide

WHO SHOULD APPLY

Applicants who meet the minimum qualifications by **April 26, 2014**, 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 to:

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

In person to:

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

INCLUDE EXAM CODE 3PR12 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 **December 30, 2013, 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.

EXAMINATION DATES

Written Test Date: It is anticipated that the written test will be scheduled on **April 26, 2014**.

SALARY RANGE

\$2,687 - \$3,075

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.

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.

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REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by **April 26, 2014, the written test 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.

MINIMUM QUALIFICATIONS

Possession of a valid driver license. Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment.

Any combination of education and experience which will develop the ability to understand mechanical relationships, read and write, follow directions, and communicate in English as are necessary to perform the housekeeping duties and learn the semiskilled maintenance tasks required to properly maintain a public use beach or park facility.

POSITION DESCRIPTION

The Park Maintenance Assistant under supervision performs duties which include routine cleanup and unskilled maintenance helper tasks in a State park district having a year-round workload; to lead a crew of seasonal employees doing cleanup and other unskilled work during peak seasons; and to do other related work. Typical tasks include cleans restrooms, showers, campgrounds, picnic sites and other facilities; applies various cleaning agents; picks up and hauls garbage and trash; does trail improvement and cleanup work including culvert clearing; assists in the care and maintenance of trees, shrubs, lawns, and other vegetation; loads, unloads and handles building materials and other supplies; constructs fire trails and removes vegetation; fights structural and forest fires; assists park maintenance employees with the more complex maintenance projects; operates and performs minor maintenance on light vehicles, small tractors and mowers; answers routine questions from the public as necessary; completes miscellaneous reports; leads and trains less experienced maintenance personnel.

SPECIAL PERSONAL CHARACTERISTICS

Ability to work independently without close supervision; willingness to work at various locations throughout the State; willingness to work on Saturdays, Sundays and holidays, and at odd or irregular hours; physical strength and agility; willingness to conform to departmental uniform requirements.

EXAMINATION INFORMATION

The examination will consist of a written test weighted 100%. The written test will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the written test. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

WRITTEN TEST - (WEIGHTED 100%)

Scope:

Ability to:

1. Understand mechanical relationships.
2. Communicate and follow directions in English, read and write at a level required for successful job performance.
3. Maintain cooperative relations with the general public and co-workers.
4. Operate a variety of maintenance equipment.
5. Perform basic arithmetic.
6. Perform routine cleanup tasks and manual labor.
7. Drive light-weight vehicles.
8. Lead less experienced maintenance personnel on the routine and unskilled tasks when required and learn the broad variety of semiskilled maintenance techniques required to properly maintain a public use beach or park facility.

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Exam Title: Park Maintenance Assistant
Exam Code: 3PR12

Release date: December 13, 2013
Final Filing Date: December 30, 2013
Written Test Date: April 26, 2014

VETERANS' PREFERENCE CREDITS AND CAREER CREDITS

Veteran's preference credits will be added to the final score for all competitors who are successful in this examination and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

IMPORTANT CHANGES – EFFECTIVE JANUARY 1, 2014

Assembly Bill 372, signed into law by Governor Brown on August 12, 2013, changes the way the Veterans Preference process is administered by the State of California. **Veterans preference will be awarded as follows, starting on January 1, 2014:**

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.

Per Government Code Sections 18950.1, 18951 and 18951.5, career credits do not apply for this examination.

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) 651-1404 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) 651-1404, 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.

Applications are available at www.jobs.ca.gov, and local offices of the Employment Development Department, and the Department of Parks and Recreation.

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.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.: State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, OR 3) a person retired from the United States military, honorably discharged from active duty with a service connected disability, or honorably discharged from active duty as defined in GC, Section 18991. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board in Sacramento.

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.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

DEPARTMENT OF PARKS AND RECREATION
Personnel Office/Selection Unit 1416 9th Street, Room 1018, Sacramento, CA 95814 (916) 651-1404

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)