



STATE OF CALIFORNIA
Department of Parks and Recreation
 EXAMINATION ANNOUNCEMENT
STATE HISTORIAN II
OPEN NON-PROMOTIONAL



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

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.

POSITIONS EXIST

Positions exist Statewide.

SALARY RANGE

\$4,409 - \$5,519

CAREER CREDITS

This is an Open Non-Promotional examination. Career credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all parts of the exam. (See "General Information" on this bulletin for information regarding career credits.) Competitors eligible to receive career credits must indicate this in Question #4 of application Form STD. 678.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications by **May 6, 2014, the final filing 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/Jeanne Krause
 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

INCLUDE EXAM CODE (4PR05) ON YOUR APPLICATION IN THE SECTION TITLED "EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING".

Only applications for the *State Historian II* will be accepted. If you are applying for multiple examinations you must file a separate application for each one. Failure to do so will result in the rejection of your application from this examination.

FINAL FILING DATE

All applicants must complete and return the entire examination packet, which consists of the Application and the Questionnaire.

Applications (Form 678) along with a copy of the required Training and Experience Questionnaire must be postmarked no later than **May 6, 2014, the final filing date**. Applications and Questionnaires postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.

Click the link below to complete the Training and Experience Questionnaire:

<https://www.surveymonkey.com/s/Historian-II>

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Exam Title: State Historian II
Exam Code: 4PR05
Schem Code: BU60

Release date: April 22, 2014
Final Filing Date: May 6, 2014
Class Code: 2800

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) 653-3536.

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 **May 6, 2014** the **final filing date**.

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

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.

Either I

Two years of experience performing the duties of a State Historian I in the California state service.

Or II

Three years of experience in research, cultural resources management, or museum work in connection with historical reports, projects, buildings, or museums.

(Experience in the California state service applied toward this requirement must be performing duties at a level of responsibility equivalent to that obtained in the class of a State Historian I.)

Or

Three years of experience in the teaching of California history at the high school or college level.

(Graduate work in history, historical sites research, cultural resources management, architectural history, or a closely related field, in which historical methods and techniques are employed, may be substituted for not more than one year of the required experience on a year-for-year basis.)

And

Education: Equivalent to graduation from college with major course work in history, historic sites research, cultural resources management, architectural history, or a closely related field in which historical methods and techniques are employed. (Additional qualifying experience may be substituted for the required education on a year-for-year basis for up to two years.)

POSITION DESCRIPTION

This is the full journey level class. Under direction, incumbents perform the more difficult or varied work in performing basic historical research and cultural resource management activities; may act in a lead capacity; may train and direct subordinates staff; may train other personnel (including personnel in the State, Federal, and local agencies) in historical research methods and cultural resource management techniques; may select and evaluate the performance of grant projects; may budget, administer, and expend Federal and State funds; and do other related work.

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EXAMINATION INFORMATION

TRAINING AND EXPERIENCE QUESTIONNAIRE WEIGHTED 100.00%

The entire examination will consist of the Training and Experience Questionnaire weighted 100%. The Training and Experience Questionnaire is designed to elicit specific information regarding each candidate's Knowledge, Skills and Abilities relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

Click the link below to complete the Training and Experience Questionnaire:

<https://www.surveymonkey.com/s/Historian-II>

TRAINING AND EXPERIENCE (WEIGHTED 100%)

Scope:

A. Knowledge of:

1. California history, and the application of context, as it applies to the evaluation of cultural resources.
2. The accepted methods and techniques used in identifying, documenting, and evaluating historic buildings, structures, objects, sites, districts, and landscapes.
3. American architectural history and its use in evaluating cultural resources.
4. Historic preservation laws, rules, and regulations, including the California Environmental Quality Act (CEQA), the National Environmental Protection Act (NEPA), Section 106, and the Public Resource Code 5024 (PRC 5024).
5. The Secretary of the Interior's Standards and Guidelines for historic properties and how it applies to historic preservation. Ability to:

B. Ability to:

1. Evaluate the integrity and significance of cultural resources in order to assess California and/or National Register eligibility.
2. Conduct research using primary and secondary sources to generate historic context.
3. Document primary and secondary sources, according to accepted academic standards.
4. Analyze information accurately and take effective action.
5. Review and analyze complex documents and draw logical conclusions that may be applied to relevant projects and procedures.
6. Write, interpret, and edit agreement documents (e.g., Memorandum of Agreements and Programmatic Agreements) to identify, address, and manage effects on historic properties.
7. Educate clients and staff on the practices and procedures of historic preservation.
8. Work independently on projects or assignments without close supervision or detailed instructions to achieve intended results.
9. Prioritize job assignments to ensure projects are completed in a timely manner.
10. Multi-task to ensure work assignments are completed in a timely manner.
11. Use analytical skills and problem-solving techniques in the formulation and development of projects.
12. Analyze situations and take effective action to ensure the interests of the department and the State are protected.
13. Break down problems into components and recognize interrelationships to complete work activities.
14. Use various computer software programs (e.g., word processor, spreadsheet, databases, web browsers) to complete work activities.
15. Use various office equipment (e.g., copiers, fax machines, desktop computers) to complete project work.
16. Write clearly and concisely using proper spelling, grammar, syntax, and sentence structure, to present information clearly and in an organized manner.
17. Communicate effectively on a one-to-one basis to facilitate the exchange of ideas and ensure effectiveness of projects.
18. Communicate effectively in group settings to facilitate the exchange of ideas and ensure effectiveness of projects.
19. Effectively present controversial matters to diverse groups to facilitate the exchange of ideas and ensure effectiveness of projects.
20. Collaborate with others on programs and projects to ensure work tasks are completed in a timely manner.
21. Develop and maintain working relationships with local, State, and federal agencies, and private organizations, to facilitate the exchange of ideas and ensure effectiveness of programs.
22. Actively listen to others to facilitate the exchange of ideas and ensure effectiveness of programs.
23. Understand the needs, expectations, and circumstances of internal and external customers at the individual or organizational level to ensure effectiveness of programs.
24. Work well with others and maintain a professional and respectful demeanor.

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SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel throughout the State and work irregular hours.

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.

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.

GENERAL INFORMATION

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: 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.

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.

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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.

Career Credits: In open-non-promotional examinations, career credits are granted to: 1) state employees with permanent civil service status, 2) full-time employees of the state who are exempt from state civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination Application form STD. 678.

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) 653-3536

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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