



STATE OF CALIFORNIA
Department of Parks and Recreation
 EXAMINATION ANNOUNCEMENT
 STATE PARK INTERPRETER 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

Statewide

SALARY RANGE

\$4,089.00 - \$5,120.00

WHO SHOULD APPLY

Applicants who meet the requirements, as stated in the minimum qualifications section on this announcement, by **September 18, 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/Gay Harvey-
 Kaestner
 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 (4PR11) ON YOUR APPLICATION IN THE SECTION TITLED “EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING”.

Only applications for the State Park Interpreter 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

Applications (Form 678) must be postmarked no later than **September 18, 2014, 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

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **November/December 2014**.

Note: Reschedules will only be considered based on the California Government Code and the California Department of Human Resources policy.

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) 651-1404.

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Exam Title: State Park Interpreter II
Exam Code: 4PR11
Schem Code: BU44

Release date: August 29, 2014
Final Filing Date: September 18, 2014
Class Code: 2827

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 **September 18, 2014**, the **final filing 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 (question #13) 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 as long as 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.

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 in the California state service performing the duties of an Exhibit Specialist, State Archeologist I, State Historian I, State Park Interpreter I, or State Park Naturalist I, including substantial responsibility for interpretation of State Park programs.

Or II

Experience: Three years of experience in planning or implementing historical or natural resources interpretative programs involving extensive personal contact with groups and organizations. (Graduate work in interpretation, social sciences, natural sciences, communications, or closely related fields may be substituted for up to one year of the required experience.)

And

Education: Equivalent to graduation from college with a degree in interpretation, social sciences, natural sciences, communications, or closely related fields. (Additional qualifying experience may be substituted for up to two years of the required education on a year- for-year basis.)

POSITION DESCRIPTION

A State Park Interpreter II plans, coordinates, implements, and evaluates major interpretive projects; performs the most difficult research and development of interpretive material; compiles and evaluates interpretive material and develops reports on interpretive projects; reviews and assists in the development of budget requests; develops uniform interpretive standards and provides criteria for standardizing interpretive materials and presentations; assists in the review of State Park development plans as they relate to interpretive activities; represents the Department at meetings and functions with community and professional organizations involving interpretive projects; acts in a lead capacity; trains subordinate staff in interpretive methods and techniques.

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EXAMINATION INFORMATION

The examination will consist of a qualifications appraisal interview weighted 100%. The interview 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 interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

EXAMINATION SCOPE

KNOWLEDGE OF:

1. the mission and objectives of the California Department of Parks and Recreation to ensure new and existing interpretive programs are consistent with the mission and objectives.
2. interpretive theory and techniques to develop and review interpretive programs to ensure the quality and effectiveness of the programs.
3. historical and natural history research methods and sources to conduct research for the development and review of interpretive programs.
4. the English language, including grammar, syntax, punctuation, and spelling, to create documents (e.g., reports, interpretive materials, correspondence, etc.) that are clear, professional, and easily understood by the reader/audience.
5. the English language to speak with proper grammar and pronunciation when speaking with staff, visitors, and other members of the public.
6. public speaking techniques to ensure information is communicated effectively to groups of people.
7. basic mathematics (i.e., addition, subtraction, multiplication, division) in order to analyze numerical data to develop and/or manage budgets, track donations or volunteer hours, assess visitor numbers, etc.
8. basic computer programs (e.g., Word, Excel, Outlook) in order to perform duties related to the job (i.e., create documents, send/receive email, analyze data, etc.).

SKILLS TO:

1. read and understand complex information and ideas presented in writing (e.g. policies, procedures, historical documents, research articles, etc.).
2. create documents (e.g., reports, interpretive materials, correspondence, etc.) using proper grammar, syntax, punctuation, and spelling, that are clear, professional, and easily understood by the reader/audience
3. speak with proper grammar and pronunciation when communicating with staff, visitors, and other members of the public.
4. speak to groups of people of varying sizes and personal characteristics, adjusting the method and manner of speaking as necessary to maintain attention, and to ensure the understanding of the group members.
5. actively listen to visitors and others to make sure questions and comments are fully understood.
6. conduct research, including identifying and using appropriate sources, evaluating the quality of information, and compiling and summarizing information to plan and develop interpretive programs and materials.
7. utilize basic computer programs (Word, Excel, Outlook, etc.) to perform duties related to the job (i.e., create documents, send/receive email, analyze data, etc.).
8. develop curriculum for volunteer and/or docent training to ensure their proper training.
9. maintain records of staff activities (e.g., tasks, hours, etc.) to ensure activities are properly documented.
10. use basic mathematics (i.e., addition, subtraction, multiplication, division) in order to analyze numerical data to develop and/or manage budgets, track donations or volunteer hours, assess visitor numbers, etc.
11. prioritize and organize work activities of self and others to ensure all work is completed correctly and in a timely manner.

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EXAMINATION SCOPE - CONTINUED

ABILITIES TO:

1. project enthusiasm to visitors throughout the visitor experience to increase visitor engagement and project a positive image of State Parks.
2. maintain a positive rapport with diverse groups of visitors by avoiding biases and welcoming questions and comments that are based on different perspectives.
3. speak to groups of people with sufficient volume and clarity to ensure that all group members hear and understand.
4. conduct oneself in a professional manner at all times to appropriately represent the park and State Parks.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel throughout the State and to work irregular hours and weekends.

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.

CAREER CREDITS

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.

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

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.

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.

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.

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GENERAL INFORMATION - CONTINUED

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) 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)