



STATE OF CALIFORNIA
Department of Parks and Recreation
 EXAMINATION ANNOUNCEMENT
STATE PARK SUPERINTENDENT IV
DEPARTMENTAL PROMOTIONAL



THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO 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.

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

\$7,124 - \$9,749

WHO SHOULD APPLY

This is a Departmental Promotional examination for the **Department of Parks and Recreation**. Applicants must meet one of the following criteria in order to participate in this examination:

1. Must have a permanent civil service appointment with the Department of Parks and Recreation as of the final filing date; or
2. Must meet the provisions of the State Personnel Board Rule 234, 235, or 235.2; or
3. Must be a current or former employee with the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990; or
4. Must be a current or former nonelected exempt employee of the Executive Branch of government who resigned or was released from service within the last 12 months, and with two more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined in Government Code Section 18992; or
5. Must be a person retired from the United States military, honorable discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

For applicants who meet the criteria under 3, 4, or 5, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

Persons applying using Veterans experience must submit a copy of their DD214 with their Standard State Application (STD. 678)

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/Karen Oswald
 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 (4PR16-01) ON YOUR APPLICATION IN THE SECTION TITLED “EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING”.

Only applications for the *State Park Superintendent IV* 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.

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Exam Title: State Park Superintendent IV
Exam Code: 4PR16-01
Schem Code: BR25

Release date: December 31, 2014
Final Filing Date: January 14, 2015
Class Code: 0973

FINAL FILING DATE

Applications (Form 678) must be postmarked no later than **January 14, 2015**, 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 **February/March 2015**.

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) 651-0438.

ELIGIBLE LIST INFORMATION

A departmental promotional 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 **January 14, 2015**, 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.

POSITION DESCRIPTION

The State Park Superintendent series describes professional positions within the State Park System responsible for the protection and management of natural and cultural resources, public safety and law enforcement functions, visitor services, interpretation programs, real property management, and facilities maintenance. Incumbents in this series work throughout the State primarily within districts of the State Park System which include; State parks, reserves, historical units, recreation areas, beaches, wayside campgrounds, and underwater parks. Positions in the series may also be assigned to Off-Highway Motor Vehicle Recreation Units or to headquarters functions. State Park Superintendent IV positions serve as superintendents of level IV districts. Supervision may include staff at the State Park Superintendent I, II, or III level.

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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.**

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.

Possession of a valid California state driver's license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess the license will be admitted to the examination, but they must produce evidence of the license before they can be considered eligible for appointment.) Graduation from a Peace Officer Standards and Training (Post) basic course academy within 12 months after appointment. Minimum age for appointment to peace officer class: 18 years.

And

Education: Successful completion of two years (60 semester units) of study from a State accredited college or university of which a minimum of 21 semester units must be successfully completed satisfying the General Education Curriculum standards as identified for colleges and universities accredited by the Western Association of Colleges and Universities. Courses which meet this requirement include: Natural/Social Sciences, Language, Humanities, and Mathematics.

And

Possession of a Peace Officer Standards and Training (POST) Regular Basic Certificate within 24 months after appointment.

And Either I

One year of experience in the California state service performing the duties of a State Park Superintendent III or a Lifeguard Supervisor IV.

Or II

Two years of experience in the California state service performing the duties of a State Park Superintendent II or a Lifeguard Supervisor III.

Or III

Experience: Broad and extensive (more than five years) experience in the management or administration of a park, public recreational, historical area, or a resource or recreation management organization, at least two years of which must have included management of multiple programs through subordinate supervisors. (Experience in the California state service applied toward this requirement must include one year in a class equivalent in level of responsibility to a State Park Superintendent III.)

And

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)

DEFINITION OF TERMS

"performing the duties of" to meet this requirement, the applicant must have the amount of experience in State service in the class (or on a T&D to the class) specified.

"in a class equivalent in level of responsibility" the applicant must have State service experience of appropriate type and length in a class at the same (or higher) level of responsibility as the class specified.

"Equivalent to graduation from college" satisfaction of the requirements for a bachelor's degree from an accredited college. Bachelor's degree, completion of the number of units typical of four full years of college (120 or more semester units or 180 or more quarter units).

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EXAMINATION SCOPE

Knowledge of:

1. Principles and practices of administering, interpreting, protecting, and maintaining State park districts.
2. Mission, goals, organization, policies, procedures, and rules of the Department of Parks and Recreation.
3. Principles and techniques of natural and cultural resource management and protection and enhancement of biological diversity.
4. Principles of public safety including: law enforcement management, hazardous materials management, critical incident command, and aquatic safety.
5. Principles of business and fiscal management.
6. Budgeting and budget administration, grant development and administration, concessions management, revenue generation, auditing practices and procedures.
7. Principles of personnel management, supervision and leadership, labor relations, volunteer program management, Equal Employment Opportunity laws, occupational health and safety, employee development techniques.
8. Modern management methods including: data collection strategies, data analysis tools, problem solving, and long-range planning.
9. Principles of public administration, nonprofit organizational structure, political process, social and economic trends, intergovernmental planning processes, community and media relations techniques.
10. Principles of facilities maintenance, construction, repair, restoration, housekeeping, groundskeeping, equipment maintenance, water and waste water systems management, and preventive maintenance practices.
11. Methods of interpretation and education relative to natural, cultural, and recreational resources.
12. Real property management methods and procedures and land acquisition practices.

Ability to:

1. Supervise a State park sector or park operation or serve as a program supervisor within a State park.
2. Organize, coordinate, plan, and supervise programs for resource management and protection, public safety and enforcement, administration, maintenance, interpretation and special services of park districts.
3. Develop and provide staff services and programs to support and monitor field activities.
4. Analyze situations, solve problems, and take effective action.
5. Define a clear link between actions, long-term goals, and department mission.
6. Ensure efficiency of work processes.
7. Determine and respond to changing needs and expectations.
8. Establish and maintain effective relations with community organizations, special interest groups, local State and Federal agencies, legislators, legislative staff, and the media.
9. Coordinate mutual aid operation with other agencies.
10. Build and maintain relationships across work groups.
11. Plan and facilitate effective teams and coalitions.
12. Work with a variety of persons and organizations having diverse issues, concerns, agendas, and values.
13. Provide leadership to public and private sector working groups to achieve workable solutions consistent with departmental goals.
14. Analyze and interpret data in decision making.
15. Evaluate and measure the effectiveness of processes.
16. Understand and utilize modern information systems.
17. Plan and implement personnel practices, motivate and support staff, plan and implement employee development and programs.
18. Effectively contribute to the Department's Equal Employment Opportunity programs.
19. Direct the operation of a level IV State Park district.

SPECIAL PERSONAL CHARACTERISTICS

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, and 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.

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SPECIAL PHYSICAL REQUIREMENTS

Physical strength, endurance, and agility; mentally alert; physically sound; normal hearing; normal visual function and visual acuity of not less than 20/100 in each eye without correction, and 20/30 in each eye with correction; functional color vision; demonstrate sufficient swimming ability for self-preservation and to direct aquatic and lifesaving operations.

DRUG TESTING REQUIREMENT

Applicants 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.

SPECIAL REQUIREMENTS

Existing law provides that persons convicted of a felony are disqualified from employment as a peace officer. Such persons are not eligible to compete for, or be appointed to, positions in this class.

Existing law provides that a background investigation be completed on or prior to appointment date. Persons who are not successful in the investigation cannot be appointed as a peace officer.

Existing law provides that physical and psychological suitability examinations be completed on or prior to appointment date. Persons who are not successful in these examinations cannot be appointed as a peace officer.

Existing law provides that a reading and writing ability examination consisting of an entry-level test battery or equivalent as determined by POST must be completed on or prior to appointment. Persons who are not successful in this examination cannot be appointed as a peace officer.

Existing law provides that a candidate for a peace officer position be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal record.

CITIZENSHIP REQUIREMENT

Existing law provides that persons in the State Park Superintendent and Ranger class series be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship at least one year prior to the final file date for this examination. The one-year requirement is waived for a permanent resident alien who either applied for a peace officer position prior to his or her 19th birthday or applied for a peace officer position in California prior to September 10, 1982. A permanent resident alien who is employed as a peace officer shall apply for and meet all of the requirements for U.S. citizenship as soon as legally possible and shall be disqualified from holding that position if three years have passed without so obtaining citizenship since filing of application for the employment position. Any peace officer who is ultimately denied citizenship must be separated from employment.

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of (1) a valid Red Cross Advanced First-Aid Certificate or First Responder Certificate (EMSA approved) and (2) either a valid Red Cross or American Heart Association Cardiopulmonary Resuscitation (CPR) Certificate. (An approved Department of Health Emergency Medical Technician Certificate may be substituted for both of the required certificates.)

Bachelor of Arts/Science with specialization in Park Administration, Natural Sciences, Social Sciences, Law Enforcement, Business, or other related field.

Possession of a valid instructor certificate for: Advanced First Aid, First Responder (EMSA approved), Basic First Aid, and/or CPR from American Red Cross or American Heart Association.

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

Successful completion of California State Lifeguard Training.

VETERANS' PREFERENCE

Veterans' Preference **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Veterans' Preference.

CAREER CREDITS

Career credits are not granted in promotional examinations.

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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

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) 651-0438, 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 changes. 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 California Department of Human Resources 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) 651-0438
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)