



STATE OF CALIFORNIA  
**Department of Parks and Recreation**  
**EXAMINATION ANNOUNCEMENT**  
**AQUATIC PEST CONTROL ASSISTANT PROGRAM**  
**MANAGER, DEPARTMENT OF BOATING AND WATERWAYS**  
**OPEN - SPOT**



*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**

This is a **SPOT** examination for San Joaquin County only.

**SALARY RANGE**

\$4377 - \$5481

**WHO SHOULD APPLY**

Applicants who meet the requirements as stated in the minimum qualifications section of this announcement by May 28, 2015, 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/Joyce Vierra  
 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 (5PR09) ON YOUR APPLICATION IN THE SECTION TITLED "EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING".**

Only applications for the *Aquatic Pest Control Assistant Program Manager* will be accepted.

**FINAL FILING DATE**

Applications (Form 678) must be postmarked no later than **May 28, 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 INFORMATION**

The examination is based solely on your Training and Experience. The Training and Experience (T&E) Examination is weighted 100%. To obtain a position on the eligible list, a minimum score of 70% must be received. Filing deadline to complete the T&E Examination is **Thursday, May 28, 2015**. The link to this examination will not be available after that point.

To **preview** the T&E Examination click below or type the following link into your address bar:  
<https://www.surveymonkey.com/r/5TP36NQ>

To complete the required T&E Examination, click below or type the following link into your address bar: <https://www.surveymonkey.com/r/5MY2L3C>

**NOTE:** THE T&E EXAMINATION MUST BE COMPLETED AND SUBMITTED WITH YOUR STATE APPLICATION (Std. 678) BY May 28, 2015, THE FINAL FILING DATE, OR YOU WILL BE ELIMINATED FROM THE EXAMINATION.

*(Continued on reverse side)*

Exam Title: Aquatic Pest Control Assistant Program Manager, Dept B&W  
Exam Code: 5PR09  
Schem Code: BB11

Release date: May 14, 2015  
Final Filing Date: May 28, 2015  
Class Code: 0517

### **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 Joyce Vierra at (916) 653-2012.

### **ELIGIBLE LIST INFORMATION**

A departmental eligible list will be established for the Department of Parks and Recreation for San Joaquin County. 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 28, 2015**, 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.

**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 Aquatic Pest Control Specialist, Department of Boating and Waterways, at least one year of this experience must have been performing the duties of an Aquatic Pest Control Specialist, Department of Boating and Waterways, Range B. **and**

Possession of a Qualified Applicator Certificate, Category F.

#### **Or II**

Four years of field experience performing pest control duties, including one year of experience assisting in the supervision and training of subordinate employees or team members. This experience preferably will include aquatic pest control responsibilities. **and**

Possession of a Qualified Applicator Certificate, Category F. (Applicants who do not possess the certificate will be admitted to the examination but must secure the certificate prior to appointment.)

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## **POSITION DESCRIPTION**

This is a full supervisory level, responsible for assisting an Aquatic Pest Control Program Manager, Department of Boating and Waterways, in the management of one or more aquatic pest control programs such as the water hyacinth or the Egeria densa programs. Control programs such as these are generally performed by teams consisting of a specialist and a technician. The teams each are assigned responsibility for an area or section of the afflicted waterway. The teams, under the direction of the program manager and/or an assistant program manager, carry out approved and defined methods of control and/or eradication. These multiple teams report daily to either manager in regard to their daily activities including area covered, pesticides or other control methods used, and findings of pest activity and location. An assistant program manager typically has several teams under direct supervision. In addition to the review and consideration of the various team reports, an assistant program manager will frequently and personally observe teams at work. Teams' areas of responsibility will be observed and the effectiveness of each team will be evaluated. The assistant program manager will also observe and evaluate each team's ability to deal effectively with the general public using the waterways. The assistant program manager will provide direction to the teams and arrange for any necessary training to improve the teams' performance and for individual team members in any areas of need or deficiency.

## **EXAMINATION SCOPE**

### **Knowledge of:**

1. General botany, botanical classification, and identification.
2. Aquatic pest control methods.
3. Materials and equipment.
4. Boats, boating operation, and maintenance.
5. California waterways.
6. Principles of water and boating safety.
7. General chemistry and biology.
8. Principles of personnel management and supervision.
9. Supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

### **Ability to:**

1. Plan, organize, and coordinate the work of assigned teams of staff.
2. Establish and maintain effective working relationships with those contacted in the course of work.
3. Make and report reliable observation on loss caused by aquatic pests.
4. Perform special studies of aquatic biology problems.
5. Evaluate results of program efforts, interpret findings, and make recommendations.
6. Interpret and apply the laws and regulations related to the Department of Boating and Waterways.
7. Communicate effectively.
8. Prepare reports and keep accurate program records.
9. Evaluate staff and take necessary action to improve or enhance performance or correct behavior.
10. Utilize and effectively apply job-required skills and knowledge.
11. Plan, organize, and direct the work of others in aquatic pest control programs and activities.
12. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

## **DESIRABLE QUALIFICATIONS**

Degree in biology and the ability to obtain a Pest Control Advisor's license.

## **SPECIAL PERSONAL CHARACTERISTICS**

Willingness to travel to assigned areas and to work unusual hours during spraying season; willingness to work with chemicals, materials, and pesticides used in the program; tact; poise; dependability; and punctuality.

## **SPECIAL PHYSICAL CHARACTERISTICS**

Ability to work in temperature extremes; vision and color vision adequate to successfully perform the duties of the position; and ability to handle a variety of heavy equipment and materials in the course of work.

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### **DRIVER LICENSE REQUIREMENT**

Applicants for positions in this classification series must possess a valid driver license of the appropriate class issued by the Department of Motor Vehicles; a good driving record, and are expected to drive vehicles safely. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.

### **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 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.

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## GENERAL INFORMATION

**It is the candidate's responsibility** to contact the Department of Parks and Recreation, (916) 653-6644 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) 653-6644, 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](http://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.

**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.

**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 9<sup>th</sup> Street, Room 1018, Sacramento, CA 95814 (916) 653-6644

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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