STATE OF CALIFORNIA

Department of Parks and Recreation

EXAMINATION ANNOUNCEMENT

STATE PARK PEACE OFFICER SUPERVISOR II (LIFEGUARD) 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

$5260 - $7189

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. Persons employed by the Legislature for two or more consecutive years as defined in Government Code Section 18990; or
4. Persons holding, for two or more consecutive years, nonelected exempt positions in the executive branch of government and excluding those positions for which the salaries are set by statute as defined in Government Code Section 18992; or
5. Persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

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

FILING INSTRUCTIONS

Final Filing Date: December 11, 2015

Applications (STD. 678) are available at California Department of Human Resources website www.jobs.ca.gov or Department of Parks and Recreation's website at www.parks.ca.gov**.** Applications postmarked or personally hand delivered after the final filing date **will not** be accepted for any reason.

INCLUDE EXAM CODE (*5PR19-02*) ON YOUR APPLICATION IN THE SECTION TITLED "EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING".
Only applications for the *State Park Peace Officer Supervisor II (Lifeguard)* 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.

Note: Do not send your application via office or interoffice mail. Application received by this manner **will not** be accepted and cannot be returned pursuant to California Code of Regulations §174.

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Exam Title:	**State Park Peace Officer Supervisor II (Lifeguard)**	**Release date:**	**November 18, 2015**
Exam Code:	**5PR19-02**	**Final Filing Date:**	**December 11, 2015**
Schem Code:	**BS25**	**Class Code:**	**0988**

WHERE TO APPLY

Applications 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

EXAMINATION DATES

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **January/February 2016.**

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 **December 11, 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.

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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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 driver's license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess this license will be admitted to the examination but they must produce evidence of the license before they can be considered eligible for appointment).

and

Possession of (1) a valid Red Cross Advanced First-Aid Certificate or First Responder Certificate (EMSA approved), or certified at EMR or EMT level by Department of Parks and Recreation and (2) either a valid Red Cross or American Heart Association Cardiopulmonary Resuscitation (CPR) Certificate or department issued CPR card. (An Emergency Medical Services Authority approved Emergency Medical Technician Certificate may be substituted for both of the required certificates.)

and

Graduation from a Peace Officer Standards and Training (POST) basic course Academy.

and

Possession of a Peace Officer Standards and Training (POST) Regular Basic Certificate.

and

Possession of a Department of Parks and Recreation Lifeguard Training Certificate.

and

Education: Successful completion of two years (60 semester units) of study from a state accredited college or university including a minimum of 21 semester units 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

Either I

Equivalent to one year of experience in the California state service performing the duties of a State Park Peace Officer Supervisor I (Lifeguard) or State Park Peace Officer Supervisor (Ranger).

Or II

Experience: Four years of experience in the management, administration, or visitor service of a park or public recreational area including at least two years in a supervisory capacity. [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 Peace Officer Supervisor I (Lifeguard).]

and

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

NOTE: Applicants must show their license and certificate number, title, and expiration date on their application.

DEFINITION OF TERMS: MINIMUM QUALIFICATIONS

"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.

"class equivalent in level of responsibility to…" For these requirements, the applicant must have State service experience of appropriate type and length in a class at the same (or a 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.

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EXAMINATION SCOPE

Knowledge of:

1. Basic principles of dealing with the public.
2. Basic mathematics as required in accounting for funds.
3. Basic grammar and spelling as required in preparing reports and records.
4. General resource management and protection.
5. Principal recreational areas of the State of California.
6. Surf, ocean, lake, and river swimming, bathing and boating hazards.
7. Principles and practices involved in operating, interpreting, and protecting State park districts.
8. Purposes, organization, policies, procedures, and rules of the Department of Parks and Recreation.
9. Methods and materials used in preparing and interpreting natural science displays and exhibits.
10. Techniques and procedures used in law enforcement.
11. Methods of conducting search and rescue.
12. Advanced emergency first aid procedures.
13. First aid and rescue equipment use and maintenance.
14. Basic principles of supervision, personnel management, and business and public administration.
15. State administrative procedures.
16. The full range of aquatic services.
17. The Department's Equal Employment Opportunity Program objectives.
18. A manager's/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. Swim at a level sufficient to perform lifesaving activities.
2. Follow written and oral instructions.
3. Learn the principles and practices used in the conservation and interpretation of natural resources.
4. Learn to use tools and equipment used on the job.
5. Work safely.
6. Learn to deal tactfully with individuals and groups.
7. Apply theory to practical situations.
8. Interpret and apply rules and instructions.
9. Communicate effectively.
10. Analyze situations accurately and adopt an effective course of action.
11. Perform duties which require physical strength and agility.
12. Learn law enforcement rules, regulations, and procedures as a State Park Peace Officer, including arrests and the use of firearms.
13. Plan, organize, and direct the work of others.
14. Carry out programs in accordance with plans and specifications.
15. Establish and maintain cooperative relations with public groups and organizations.
16. Lead and train seasonal staff.
17. Supervise or assist with the visitor service operation of State park districts.
18. Organize, coordinate, and plan programs for operations, interpretation, safety and enforcement, and resource management and protection in park districts.
19. Analyze situations and take effective action.
20. Establish and maintain cooperative relations with the public and with representatives in other jurisdictions.
21. Coordinate mutual aid operations with other agencies.
22. Plan and implement in-service training and write effectively.
23. Work with community organizations and public officials.
24. Assist with the development of effective operating programs to protect visitors and the resources of the State park system.
25. Participate in aquatic-oriented public relations and information programs.
26. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination.

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POSITION DESCRIPTION

This is the second supervisory level for this series. Under direction, incumbents plan and direct visitor services or aquatic programs in the visitor services functions. Primary responsibilities include aquatic safety services, safety and enforcement, patrol, administrative services, interpretation, resource protection/management, and visitor facility operations in a designated aquatic district. Incumbents may also serve as sector, satellite, or visitor services supervisors.

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.**

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 sufficient to assume the responsibility of protecting lives of others; dependability; punctuality; tact and diplomacy; poise and self-confidence; sensitivity to needs and attitudes of others; and neatness and courtesy.

SPECIAL PHYSICAL REQUIREMENTS

Physical strength, endurance, and agility; mentally alert; physically sound; hearing in each ear sufficient to perform the essential functions of the job; and ability to swim at a level to perform lifesaving activities.

Pass a swimming/running performance test as determined by the Department prior to appointment.

DRUG TESTING REQUIREMENT

Applicants for positions in this class 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.

ADDITIONAL DESIRABLE QUALIFICATIONS

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

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

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

VETERANS' PREFERENCE

Per Section I, section 18973.5 of the Government Code, this exam does not meet the requirements to be considered an entrance exam and therefore Veterans' Preference are **not** granted.

CAREER CREDITS

Career credits are not granted in promotional examinations.

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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) 651-0438, 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.

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)