



STATE OF CALIFORNIA
Department of Parks and Recreation
 EXAMINATION ANNOUNCEMENT
STATE PARK PEACE OFFICER SUPERVISOR
(RANGER)
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

\$4,799 - \$6,545

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: February 16, 2016

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.

Applications must include the following information:

- Indicate the exam code (**5PR21**) in the section titled "Examination(s) or Job Title(s) for which you are applying"
- Any attachments identified in the examination

Only applications for the *State Park Peace Officer Supervisor (Ranger)* 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. Applications received by this manner **will not** be accepted and cannot be returned pursuant to California Code of Regulations §174.

(Continued on reverse side)

Exam Title: State Park Peace Officer Supervisor (Ranger)
Exam Code: 5PR21
Schem Code: BR60

Release date: February 1, 2016
Final Filing Date: February 16, 2016
Class Code: 0980

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/Erin Heath
P.O. Box 942896
Sacramento, CA 94296-0001

In person:

Department of Parks and Recreation
Attention: Selections Unit/Erin Heath
1416 9th Street, Room 1018 (10th floor)
Sacramento, CA 95814

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EXAMINATION WEIGHTED 100.00%

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 **February 16, 2016**. The link to this examination will not be available after that date.

To complete the actual required T&E Examination, click below or type the following link into your address bar:

https://www.surveymonkey.com/r/SPPOS_Ranger

NOTE: THE T&E EXAMINATION MUST BE COMPLETED AND SUBMITTED IN ADDITION TO YOUR STATE APPLICATION (Std. 678) AND ANY REQUIRED ATTACHMENTS BY FEBRUARY 16, 2016, THE FINAL FILING DATE, OR YOU WILL BE ELIMINATED FROM THE EXAMINATION.

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) 651-3383.

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 **February 16, 2016**, 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.

(Continued on next page)

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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 driver 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 secure the license prior to appointment.)

and

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 Associated Cardiopulmonary Resuscitation (CPR) certificate. (An approved Department of Health 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 POST regular basic 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

Two years of experience in the California state service performing the duties of a State Park Peace Officer (Ranger), Range B, or State Park Peace Officer (Lifeguard), Range B.

Or II

Experience: Three years of experience in the management, administration, or visitor service of a park, public recreational, or historical area. (Experience in the California state service applied toward this requirement must include two years in a class equivalent in level of responsibility to a State Park Peace Officer (Ranger), Range B.)

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.)

POSITION DESCRIPTION

This is the first full supervisory level in the series. Under general supervision, incumbents in this class serve as chief rangers within a level 1 Off-Highway Motor Vehicle Recreation Unit or as supervising rangers in a district geographical sector in charge of a small-to-medium-size staff. Primary responsibilities include supervision of staff, safety and enforcement, patrol, interpretation, resource protection/management, and visitor facility operation.

(Continued on reverse side)

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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. Principles and practices involved in operating, interpreting, and protecting State park districts
7. Purposes, organization, policies, procedures, and rules of the Department of Parks and Recreation
8. Methods and materials used in preparing and interpreting historical and natural science displays and exhibits
9. Techniques and procedures used in law enforcement
10. Methods of conducting search and rescue
11. Advanced emergency first-aid procedures
12. First aid and rescue equipment use and maintenance
13. Principles of forest fire, disease, and insect damage control
14. Basic principles of supervision, personnel management, and business and public administration
15. State administrative procedures
16. The Department's Equal Employment Opportunity objectives
17. 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. Supervise or assist with the visitor services operation of State park districts
2. Organize, coordinate, and plan programs for operations, interpretations, safety and enforcement, and resource management and protection in park districts
3. Analyze situations and take effective action
4. Establish and maintain cooperative relations with the public and with representatives in other jurisdictions
5. Coordinate mutual aid operations with other agencies
6. Plan and implement in-service training and employee development programs and evaluate the performance of personnel
7. Communicate effectively
8. Work with community organizations and public officials
9. assist with the development of effective operating programs to protect visitors and the resources of the State park system
10. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment

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.

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), Basic First Aid, and/or Cardiopulmonary Resuscitation (CPR) from American Red Cross or American Heart Association.

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

(Continued on next page)

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SPECIAL PHYSICAL REQUIREMENTS

Physical strength, endurance, and agility; mentally alert; physically sound; hearing sufficient to perform the essential functions of the job; demonstrate sufficient swimming ability for self-preservation and to direct aquatic and lifesaving operations.

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.

CITIZENSHIP REQUIREMENT

Existing law provides that persons in the classes in the State Park Peace Officer (Ranger) series be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship.

OTHER SPECIAL REQUIREMENTS

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

Existing law requires that a thorough background investigation be completed on or prior to appointment date. Persons unsuccessful 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.

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.

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.

(Continued on reverse side)

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GENERAL INFORMATION

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.

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.

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) 651-3383

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)