



STATE OF CALIFORNIA
Department of Parks and Recreation
 EXAMINATION ANNOUNCEMENT
RESTORATION SUPERVISOR II
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 Luis Obispo County only. Candidates may only establish eligibility for this county.

SALARY RANGE

\$4823 - \$5986

WHO SHOULD APPLY

Applicants who meet the minimum qualification requirements as stated on this bulletin by **July 3, 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/Gay Harvey-Kaestner
 P.O. Box 942896
 Sacramento, CA 94296-0001

In person:

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

INCLUDE EXAM CODE (5PR05) ON YOUR APPLICATION IN THE SECTION TITLED "EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING".

Only applications for the Restoration Supervisor 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 **July 3, 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 **August 2015**.

Note: Reschedules will only be considered based on the California Government Code Sections 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: Restoration Supervisor II
Exam Code: 5PR05
Schem Code: PZ05

Release Date: June 19, 2015
Final Filing Date: July 3, 2015
Class Code: 6647

ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the Department of Parks and Recreation for San Luis Obispo County only. 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 **July 3, 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.

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 historical restoration work in a class with a level of responsibility equivalent to that of a Restoration Supervisor I.

Or II

Four years of experience in the California state service performing historical restoration work in a class with a level of responsibility equivalent to that of Restoration Work Specialist.

Or III

Five years of experience in technical inspection on building construction, at least two years of which shall have been in a supervisory capacity, and two years of which shall have been in connection with an important historical restoration project. (This experience may be gained concurrently.)

POSITION DESCRIPTION

This is the program supervisor level. Under general direction of the Museum Director, the incumbent's primary responsibility will be to supervise and lead crews accomplishing the historic facility maintenance, housekeeping and equipment maintenance tasks at Hearst Castle® and within the Museum Sector. The incumbent will work closely with other core programs throughout the District to accomplish the Department's mission. Supervision and organizational skills, as well as developed skills in contracting, purchasing, CEQA, 5024 processes and the Department's CAMP program are highly desirable.

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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.**

OR

If conditions warrant, this examination may utilize an evaluation of each candidate's education and experience compared to a standard developed from the class specification weighted 100%. The panel will be competitively evaluating your application and resume to determine your final score. For this reason, it is **especially important** that each candidate take special care in **accurately** and **completely** filling out the application. List **all** relevant experience to the minimum requirements, the position description, and examination scope shown on this announcement to determine what kind of information will be useful to the staff doing the evaluation.

EXAMINATION SCOPE

Knowledge of:

1. Materials and processes entering into the construction of wood, steel, masonry, adobe and concrete buildings.
2. Existing methods and practices used in restoration work.
3. Various safety orders of the Division of Occupational Safety and Health and building codes applicable to restoration work.
4. Lumber types and grades.
5. Methods of mixing, placing, and curing plain and reinforced concrete and gunite and proper methods of applying paints and other surface finishes.
6. Techniques of effective supervision.
7. Fabrication and erection of steel structural members.

Ability to:

1. Read and write English at a level required for successful job performance.
2. Determine stresses in shoring and in the supports of form work.
3. Understand plans and specifications and detect deviations from them by inspection.
4. Detect faulty materials or workmanship.
5. Plan and direct the work of a crew.
6. Write clear and concise reports.
7. Do the required historical research in order to detect original workmanship and materials and establish authenticity.
8. Analyze situations accurately, adopt an effective course of action, and establish and maintain cooperative public relations.
9. Direct the work of technical employees involved in restoration work, and administer a restoration work program.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel extensively throughout the State.

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a valid California driver's license. Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment.

VETERANS' PREFERENCE CREDITS AND CAREER CREDITS

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.

Per Government Code Sections 18950.1, 18951 and 18951.5, **career credits** do not apply for this examination.

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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) 651-1404, 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: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veterans' Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at www.calvet.ca.gov.

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 Device1 (800) 735-2929
(TT/TDD) 1 (800) 735-2922 (Voice)