



STATE OF CALIFORNIA  
**Department of Parks and Recreation**  
 EXAMINATION ANNOUNCEMENT  
**GUIDE II, HISTORICAL MONUMENT**  
**(SUPERVISOR)**  
**DEPARTMENTAL PROMOTIONAL 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 Sacramento and San Luis Obispo Counties. Candidates may only establish eligibility for these counties.

**SALARY RANGE**

\$3330 - \$4168

**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: April 2, 2016.**

Applications (STD. 678) are available at California Department of Human Resources website [www.jobs.ca.gov](http://www.jobs.ca.gov) or Department of Parks and Recreation's website at [www.parks.ca.gov](http://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 (6PR03) ON YOUR APPLICATION IN THE SECTION TITLED "EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING".**

Only applications for the *Guide II, Historical Monument (Supervisor)* 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.

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Exam Title: Guide II, Historical Monument (Supervisor)  
Exam Code: 6PR03  
Schem Code: BU87

Release date: March 4, 2016  
Final Filing Date: April 2, 2016  
Class Code: 2741

## 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/Cindy Dougherty  
P.O. Box 942896  
Sacramento, CA 94296-0001

**In person:**

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

## EXAMINATION DATES

**Qualifications Appraisal Interview:** It is anticipated that interviews will be held during **May, 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) 653-9522.

## 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 **April 2, 2016**, 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.

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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.

### Either I

One year of experience in the California state service performing the duties of a Guide I, Historical Monument

### Or II

Three years of tour guide experience involving a major emphasis on oral presentations before groups. (Education of college level may be substituted for one year of the required experience on the basis of a year of education for six months of experience.)

## POSITION DESCRIPTION

A Guide II, Historical Monument (Supervisor), supervises, plans, organizes, schedules, and directs the work of a group of guides; provides coverage for absences; works with the unit supervisor to balance staffing to meet varying workload needs; organizes and conducts training sessions for new guides; participates in the selection of new guides; gives on-the-job training and coaching; monitors and evaluates performance of subordinate staff; arranges and conducts special tours; handles special public relations problems that may arise during a tour; conducts research; prepares reports developing additional and improved background and interpretive information for tour presentations; assists in verifying that material to be presented is correct and current; keeps tour presentations up to desired standards; acts for higher level supervisor as assigned; keeps records; and prepares reports and correspondence.

## 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.**

## EXAMINATION SCOPE

### Knowledge of:

1. Methods, procedures, and problems involved in organizing, scheduling, and conducting tours in a State Historical Monument.
2. Historical research methods, and principles of personnel management.
3. Departments Equal Employment Opportunity Program objective.
4. A manager's role in the Equal Employment Opportunity Program.

### Ability to:

1. Read and write English at a level required for successful job performance.
2. Plan, organize, and direct the work of others.
3. Analyze situations accurately and take effective action.
4. Establish and maintain cooperative relationships with the general public and others contacted in the course of the work.
5. Prepare reports and maintain records.
6. Communicate effectively.
7. Prepare and present an effective guide training program.
8. Effectively contribute to the department's Equal Employment Opportunity objectives.

## SPECIAL PERSONAL CHARACTERISTICS

Neat personal appearance; tact; poise; willingness to work on Saturdays, Sundays, and holidays on an assigned shift; ability to stand and walk for long periods of time.

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### **ADDITIONAL DESIRABLE QUALIFICATIONS**

Education equivalent to completion of the twelfth grade.

### **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.

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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) 653-9522, 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 9<sup>th</sup> Street, Room 1018, Sacramento, CA 95814 (916) 653-9522

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)