



STATE OF CALIFORNIA  
**Department of Parks and Recreation**  
 EXAMINATION ANNOUNCEMENT  
**SUPERVISOR, CULTURAL RESOURCES  
 PROGRAM**  
**OPEN - NONPROMOTIONAL**



*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**

\$6274 - \$7798

**WHO SHOULD APPLY**

Applicants who meet the requirements as stated in the minimum qualifications section of this announcement. Applications will not be accepted on a promotional basis.

**FILING INSTRUCTIONS**

**Final Filing Date: November 21, 2016**

Applications (STD. 678) are available at California Department of Human Resources website at [www.jobs.ca.gov](http://www.jobs.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 in the section titled: "Examination(s) or Job Title(s) for which you are applying"**

- Exam Title: Supervisor, Cultural Resources Program
- Exam Code: **6PR17**

Only applications for the Supervisor, Cultural Resources Program 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. Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

**EXAMINATION INFORMATION**

**TRAINING AND EXPERIENCE (T&E) EXAMINATION**

The examination is based solely on your Training and Experience. The Training and Experience (T&E) Evaluation 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 **November 21, 2016**. The link to this examination will not be available after that date.

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

<https://www.surveymonkey.com/r/SupervisorCulturalResourcesProgram>

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Exam Title: Supervisor, Cultural Resources Program  
Exam Code: 6PR17  
Schem Code: BU71

Release date: November 04, 2016  
Final Filing Date: November 21, 2016  
Class Code: 7563

### EXAMINATION INFORMATION (continued)

**NOTE:** The T&E Examination will be submitted electronically to the Department of Parks and Recreation Exam Unit. Your State Application (Std. 678) will be submitted via regular mail or in person. Both the exam and the application must be submitted by **November 21, 2016**, the final filing date, or you will be eliminated from the examination.

### WHERE TO APPLY

Applications may be delivered in person or by mail to:

**By mail:**

Department of Parks and Recreation  
Attention: Selections Unit/Jeanne Krause  
P.O. Box 942896  
Sacramento, CA 94296-0001

**In person:**

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

### FINAL FILING DATE

**Required:** A hard copy of your completed State Application (STD Form 678) must be mailed and postmarked or hand delivered no later than **November 21, 2016**, the **final filing date**. **Application postmarked or personally delivered after the final filing date will not be accepted for any reason.**

### 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) 653-3536.

### ELIGIBLE LIST INFORMATION

A departmental statewide 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 **November 21, 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.

### 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

**Experience:** One year of experience performing duties of a Senior State Archeologist or State Historian III.

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### **MINIMUM QUALIFICATIONS (continued)**

Or II

**Experience:** Broad, extensive, and increasingly responsible experience (more than five years) in the analysis, formulation, and implementation of cultural resource management, planning and protection programs, at least three years of which must have been in an administrative or supervisory capacity in full charge of a staff responsible for the development or implementation of cultural resource planning, or management programs, with policy-influencing responsibility, one year of which shall have been working at a level equivalent in responsibility to a Senior State Archeologist in California State Service.

And

**Education:** Equivalent to graduation from college with major course work in archeology or anthropology. (A graduate degree in archeology or anthropology may be substituted for up to two years of the required experience.)

### **POSITION DESCRIPTION**

This is the full supervisory level reporting to the Chief, Resource Protection Division. The incumbent directs and has charge of a major cultural resource section and has statewide responsibility for the formulation, implementation, and administration of cultural resource programs and planning; carries the authority and accountability for timely completion of program objectives and for submittal of products; responsible for operational planning and assigning of projects to the Senior levels within the Section, budget for time and funding, reviewing and evaluating achievements, and preparing administrative reports; coordinates program activities with technical and administrative support sections; assists in formulating policies; maintains liaison with other governmental agencies and private sector.

### **EXAMINATION SCOPE**

#### **Knowledge of:**

1. Principles and practices of archeological resource management and preservation.
2. Techniques for the preservation of archeological collections.
3. The major aspects of American archeological field methods.
4. Laboratory and museum techniques, procedures, and operations.
5. Indians of Western North America.
6. Geology.
7. Paleontology.
8. Ecology.
9. Comparative osteology.
10. California history.
11. Basic techniques of surveying.
12. Archeological research methods.
13. Literature and publications dealing with archeological and ethnographical methods and techniques.
14. Private and public organizations concerned with anthropological research in California.
15. Principles of effective supervision and personnel management.
16. Major programs, policy development and administration.
17. Administrative principles and methods.
18. All department wide cultural resource programs and responsibilities.
19. Budgeting and other administrative responsibilities.

#### **Ability to:**

1. Prepare accurate drawings and take photographs of archeological remains, artifacts, and related materials for use in published reports.
2. Read and prepare maps.
3. Perform archeological field work.
4. Coordinate the efforts of small work teams.
5. Identify and record pertinent data revealed during excavations.
6. Evaluate environmental impacts upon various archeological resources and develop and recommend effective mitigation procedures.
7. Speak and write effectively.
8. Keep necessary records and prepare reports.
9. Analyze situations accurately and take effective action.
10. Evaluate complex archeological and ethnographic studies.

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### **EXAMINATION SCOPE (Continued)**

11. Develop innovative resource management programs for the protection, restoration and perpetuation of cultural resources.
12. Coordinate and lead the work of others.
13. Provide instruction in archeological excavation techniques.
14. Prepare clear, complete and technically accurate reports.
15. Plan, organize, and lead archeological field projects.
16. Initiate major concepts and develop innovative cultural resource management programs with regional or statewide impact.
17. Assume authority and responsibility for a major program.
18. Effectively administer major and complex programs in a regional area or headquarters.
19. Provide leadership to a multidisciplinary team of professionals in development of innovative solutions to the most difficult cultural resource management problems.
20. Develop alternatives in the solution of the management problems and select realistic courses of action.
21. Coordinate regional or statewide cultural resource programs of other governmental agencies.
22. Plan, organize, and direct the work of a professional and technical staff.
23. Coordinate and direct all cultural resource planning and management efforts and activities.
24. Plan and direct the studies in a major section.
25. Analyze technical data and make appropriate recommendations.

### **ADDITIONAL DESIRABLE QUALIFICATIONS**

In appraising the relative qualifications of candidates, consideration will be given to candidates possessing a Master's Degree in Archeology or Anthropology, and/or a record which demonstrates expertise in California archeology, such as authorship of published reports and participation in seminars and professional conferences.

### **SPECIAL PERSONAL CHARACTERISTICS**

Willingness to travel throughout the State and work irregular hours.

### **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 will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all parts of the exam. (See "General Information" on this bulletin for information regarding career credits.) Competitors eligible to receive career credits must indicate this in Question #4 of application Form STD. 678.

### **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

**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.

**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 9<sup>th</sup> Street, Room 1018, Sacramento, CA 95814 (916) 653-3536

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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