



STATE OF CALIFORNIA
Department of Parks and Recreation
EXAMINATION ANNOUNCEMENT
CALIFORNIA STATE PARK MUSEUM DIRECTOR
OPEN



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

\$7,636 - \$8,671

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: March 23, 2017

Applications (STD. 678) are available at California Department of Human Resources website at 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: **California State Park Museum Director**
- Exam Code: **7PR04**

Only applications for the *California State Park Museum Director* 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) Examination is weighted 100%. To obtain a position on the eligible list, a minimum score of 70% must be attained.

Filing deadline to complete the T&E Examination is **March 23, 2017**. 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/MuseumDirector7PR04>

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Exam Title: California State Park Museum Director
Exam Code: 7PR04
Schem Code: BS63

Release date: March 1, 2017
Final Filing Date: March 23, 2017
Class Code: 2864

NOTE: The T&E examination will be submitted electronically to the Department of Parks and Recreation Exam Unit. Your State Application (Std. 678) must be submitted via regular mail or in person. Both the exam and the application must be submitted by March 23, 2017, the final filing date, or you will be eliminated from the examination.

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/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

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 **March 23, 2017** 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.

Pattern I

Five years of broad and extensive administrative or management experience which includes responsibility for managing complex programs and projects, such as fiscal management, budgeting, personnel, long-range planning, fund raising, grant writing and management, marketing, public relations or program development. Two of the five years of experience must be in a museum or cultural resource setting in a supervisory capacity.

And

Education: Graduation from college with a Bachelor's Degree, preferably in Business Administration, Management, Marketing, Public Administration, or a field relating to the study, interpretation, and preservation of cultural resources.

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POSITION DESCRIPTION

Under general direction, to plan, organize, develop, implement, and direct programs and activities of a California State Park Museum; develop working relationships with the public sector to secure outside support for the Museum and its programs; provide leadership and long-range planning for the development and enhancement of the Museum and its programs; and to do other related work.

EXAMINATION SCOPE

Knowledge of:

1. Principles and practices of operating, interpreting, protecting, and maintaining a major museum
2. Principles, trends, developments, and achievements in the broad field of museums
3. Principles of museum administration and exhibit practices
4. Principles, practices, and trends in the operation, organization, and management of a large museum
5. Financial development, grantsmanship, and cultivating private sector financial support
6. Collection management
7. The administration and Department's goals and policies
8. Governmental functions and organization at the State and local level
9. Basic principles of planning
10. Principles of interpreting historical and cultural features
11. Land acquisition procedures and property management
12. Principles of facilities maintenance, construction, repair, restoration, housekeeping, groundskeeping, and equipment maintenance
13. Principles of personnel management, and business and public administration
14. And 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. Manage the operation of a large complex museum
2. Organize, coordinate, plan, and supervise museum programs for collection management, research, education, operations, interpretation, maintenance, and administration
3. Lead an established museum during growth and expansion
4. Provide leadership and guidance for a museum's operations
5. Organize exhibits
6. Direct volunteers
7. Plan and implement museum programs, policies, and future direction
8. Plan and direct fund-raising programs
9. Make meaningful and lasting contributions to the fields of museum history and preservation
10. Develop and oversee the implementation of educational programs
11. Serve in an advisory capacity to other museums
12. Prevent and solve problems by utilizing management and communication skills, concepts, and techniques
13. Analyze situations and take effective action
14. Communicate effectively with others
15. Apply research techniques effectively
16. Develop and maintain cooperative working relationships with individuals and organizations, other governmental entities, private enterprise, and the public
17. And effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to frequently work on weekends and holidays and at odd and irregular hours, and to travel.

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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 are not granted in open 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) 653-3536, three weeks after the final filing date if he/she has not received a progress notice.

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.

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.

DEPARTMENT OF PARKS AND RECREATION

Personnel Office/Selection Unit 1416 9th 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)