



STATE OF CALIFORNIA
Department of Parks and Recreation
 EXAMINATION ANNOUNCEMENT
POOL LIFEGUARD
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.

EXAMINATION DATE

An Examination/Employment Application (STD 678) must be filed in person on April 01, 2017, the One Day, File-In-Person date, in order to be considered for this examination.

POSITIONS EXIST

This examination is for Grover Hot Springs in Alpine County only.

SALARY RANGE

\$2639 - \$3211

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

This is a One Day, File-in-Person process only. Applications must be filed in person, between the hours of 08:00 A.M. to 04:00 P.M. at the date and location listed under the “Where to Apply” section of this bulletin. Those who arrive at the check-in station after 04:00 P.M. will not be admitted into the exam.

APPLICANTS MUST PROVIDE PROOF OF IDENTIFICATION IN ORDER TO FILE THEIR APPLICATION. Accepted forms of identification are (1) a signed photo identification card (i.e. driver license); or (2) two forms of signed identification.

Applications (STD 678) are available at Department of Human Resources website at:

<https://www.jobs.ca.gov/pdf/std678.pdf>

Applications filed by another person, by mail, by fax, by e-mail, or submitted prior to or after the one day file-in-person dates will not be accepted for any reason.

Applications must include the following information in section titled “Examination(s) or Job Title(s) for which you are applying”:

- Examination title: **Pool Lifeguard**
- Exam Code: **7PR05**

Only applications for the *Pool Lifeguard* class 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: Applications sent via regular, office or interoffice will not be accepted. Applications received by this manner **will not** be accepted and cannot be returned pursuant to California Code of Regulations §174

Exam Title: Pool Lifeguard
Exam Code: 7PR05
Class Code: 0995 Schem Code: BS45

Release Date: March 16, 2017
One Day File In Person Date: April 01, 2017

EXAMINATION INFORMATION

PERFORMANCE EXAMINATION WEIGHTED PASS/FAIL

Performance exam to be administered on **April 01, 2017, the One Day, File-in-Person** applications are received. Applications will be reviewed at the File-In-Person location below; only qualified candidates will be tested for the performance exam which includes: A 500 yard swimming test to be completed in 10 minutes or less, a victim rescue, and a victim recovery. You will need to bring a swim suit and towel for the performance examination.

TRAINING AND EXPERIENCE (T&E) EXAMINATION WEIGHTED 100%

Candidates must pass the Performance Examination in order to continue to the T&E Examination. To obtain a position on the eligible list, a minimum score of 70% must be received in the T&E Examination. **The link to the T&E examination will be provided after candidate passes the Pool Lifeguard Performance Examination, you will have 3 working days to complete and submit the T&E Examination. The due date for the T&E Examination is April 05, 2017.**

WHERE TO APPLY

Applications must be delivered in person on, **April 01, 2017**.

One Day, File-In Person

Carson Valley Swim Center
1600 HWY 88
Minden, Nevada 89423

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, or please contact the Exam Analyst at (916) 651-1404 to make special testing arrangements.

ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the Department of Parks and Recreation for Alpine County. 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 01, 2017**.

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.

Possession of a valid Red Cross Standard First Aid Certificate; either a valid Red Cross or American Heart Association Cardiopulmonary Resuscitation (CPR) Certificate; and either a Red Cross or YMCA Senior Lifesaving Certificate. (Applicants who do not possess these certificates will be admitted to the examination but they must produce evidence of the certificates before they can be considered for an appointment.)

POSITION DESCRIPTION

A Pool Lifeguard, under supervision, is responsible for lifeguard and aquatic safety activities in a swimming pool area; prevents accidents and loss of life; maintains order; administers first aid; operates and maintains lifesaving equipment; and does other related work.

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.

EXAMINATION SCOPE

Knowledge of:

- A. Knowledge of:
 - 1. Lifesaving techniques.
 - 2. Resuscitation methods.
 - 3. First Aid practices.
 - 4. Basic principles of swimming pool sanitation, operation, and maintenance.
 - 5. Fee collection and reporting.
- B. Ability to:
 - 1. Swim at a level sufficient for performing lifesaving activities.
 - 2. Apply swimming pool rescue techniques.
 - 3. Read and write English at a level required for successful job performance.
 - 4. Apply artificial respiration and other resuscitation methods.
 - 5. Analyze situations accurately and act appropriately in emergencies.
 - 6. Follow oral written directions.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work weekends, holidays, and odd and irregular hours; visual acuity of at least 20/70 in each eye uncorrected and corrected to 20/30 in each eye.

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.

(See reverse side)

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CAREER CREDITS

Career credits are not granted in open examinations.

GENERAL INFORMATION

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.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

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 (CalHR1093), 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) 651-1404
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)