



STATE OF CALIFORNIA
Department of Parks and Recreation
 EXAMINATION ANNOUNCEMENT
PARK MAINTENANCE CHIEF II
DEPARTMENTAL PROMOTIONAL



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

\$5046 - \$6277

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 Rules 234, 235, or 235.2; or
3. A current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; or
4. A current or former non-elected exempt employee of the Executive Branch for two or more consecutive years, 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 military experience must submit a copy of their DD 214 with their Standard State Application (STD. 678)

FILING INSTRUCTIONS

Final Filing Date: February 1, 2018

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: **Park Maintenance Chief II**
- Exam Code: **8PR01**

Only applications for the *Park Maintenance Chief 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.

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.

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Exam Title: Park Maintenance Chief II
Exam Code: 8PR01
Schem Code: QG66

Release date: January 11, 2018
Final Filing Date: February 1, 2018
Class Code: 6535

EXAMINATION INFORMATION

Training and Experience Examination - Weighted 100%

The examination is based solely on your Training and Experience. The Training and Experience (T&E) Examination will consist of statements designed to measure how your training and work history have provided you the essential knowledge, skills, and abilities, and potential to effectively perform the duties relative to the classification.

To obtain a position on the eligible list, a minimum score of 70% must be attained.

Applicants who meet the minimum qualifications will be emailed the link to the T&E examination. **Be sure to include your current/valid email address on your application.** Failure to provide your current/valid email address will prevent you from taking the examination. Once you are emailed the link to the T&E Examination, you will submit it electronically to the Department of Parks and Recreation Exam Unit.

Your State Application (STD 678) will be submitted via regular mail or in person. The application must be submitted by **February 1, 2018, 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/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

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 **February 1, 2018, 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.

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.

Equivalent to completion of 12th grade.

Possession of a valid Class C driver license. (Applicants who do not possess the license will be admitted to the examination, but must secure the license prior to appointment.)

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MINIMUM QUALIFICATIONS - CONTINUED

Either I

One year of experience in the California state service performing the duties of a Park Maintenance Chief I.

Or II

Three years of experience in the California state service performing varied construction and maintenance duties with at least two years of supervising experience in a position of responsibility comparable to that of a Park Maintenance Supervisor or Park Maintenance Supervisor (Angel Island).

Or III

Five years of journeyman experience in a construction, building repair, or mechanical trade, including at least three years of management or supervisory experience.

POSITION DESCRIPTION

Positions in this class serve as either a first or second level supervisor responsible for the management of a maintenance program in large districts.

EXAMINATION SCOPE

Knowledge of:

1. Methods, material, tools, and equipment used in construction, maintenance, and repair work of roads, structures, and infrastructuring.
2. Various construction material and their uses.
3. Basic methods, material, tools, and equipment used in maintaining, protecting and improving landscape.
4. Material estimating and ordering.
5. Industrial Safety Orders, general safety practices and accident prevention techniques in the construction and maintenance field.
6. Equipment management and maintenance principles.
7. Products, material, and technology regarding "state-of-the-art" preservation of specific historical objects and structures.
8. Application of the California Environmental Quality Act (CEQA) to the State Park System.
9. Application of 5024 PRC in working with historic structures.
10. Department's budget process.
11. Principles of effective supervision and personnel management.
12. Basic State budgeting and administrative procedures.
13. Principles of budgeting and program control.
14. Procurement rules and procedures and administration of contracts.
15. Landscaping and associated chemical application.
16. Environmental protection requirements.
17. Labor relations program objectives.
18. Supervisor's role in safety, health, and labor relations and the processes available to meet these program objectives.
19. Principles of management and accounting systems.
20. Principles and procedures for initiating and administering contract work and work accomplished through special programs.

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EXAMINATION SCOPE - CONTINUED

Ability to:

1. Read and write English at a level required for successful job performance.
2. Plan, organize, schedule, and direct the work of others.
3. Analyze situations accurately and take effective action.
4. Communicate effectively.
5. Work with community groups and outside agencies.
6. Read blueprints and work from plans and specifications.
7. Estimate material and labor requirements.
8. Keep accurate records and prepare cost estimates and reports.
9. Effectively plan and manage district budget allocations for personnel and operating expense.
10. Set work standards consistent with statewide policies and obtain acceptable work quality, production, and work site safety.
11. Analyze situations accurately and adopt an effective course of action.
12. Develop teams for continuous process improvement.
13. Detect unsafe conditions and practices and plan, organize, conduct and evaluate safety training programs.
14. Gather and analyze data.
15. Reason logically, draw valid conclusions and make appropriate recommendations.
16. Prepare correspondence and clear and comprehensive reports.
17. Communicate effectively.
18. Speak in public.
19. Effectively contribute to the Department's safety, health, and labor relations objectives.
20. Provide technical direction and supervision of maintenance and support operations.
21. Incorporate technical aspects of maintenance work in programming and budgeting functions.
22. Effectively develop and/or implement and administer statewide or districtwide programs.

ADDITIONAL DESIRABLE QUALIFICATIONS

Breadth of experience in varied maintenance activities, technical training in construction, maintenance, or chemical application fields; college level course work in public administration, management and supervision; Class A or B driver license; knowledge of office automation equipment and EDP systems; Grade II water treatment operator license.

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.

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.

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) 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)

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