



STATE OF CALIFORNIA
Department of Parks and Recreation
 EXAMINATION ANNOUNCEMENT
State Park Interpreter III
OPEN, NON-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

\$5417 - \$6730

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: April 20, 2018

Examination and/or Employment application (STD. 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#). 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: **State Park Interpreter III**
- Exam Code: **8PR07**

Only applications for the *State Park Interpreter 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.

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.

Exam Title: State Park Interpreter III
Exam Code: 8PR07
Schem Code: BU42

Release date: April 6, 2018
Final Filing Date: April 20, 2018
Class Code: 2828

WHERE TO APPLY

Your State Application (STD 678) will be submitted via regular mail or in person. The application must be submitted by **April 20, 2018, the final filing date**, or you will be eliminated from the examination.

Applications may be delivered in person or by mail. Please submit to:

By mail:

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

In person:

Department of Parks and Recreation
Attention: Selections Unit/Jacques Carter
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 **April 20, 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.

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

Two years of experience in the California state service performing the duties of a District Interpretive Specialist, Exhibit Coordinator, State Archeologist II, State Historian II, State Park Interpreter II, or State Park Naturalist II, including substantial responsibility for State park interpretive programs.

Or II

Four years of experience performing the duties of a State Archeologist I, State Historian I, State Park Interpreter I, or State Park Naturalist I, including substantial responsibility for State park interpretive programs.

Or III

Five years of experience in the planning and development of natural history, museum, or historical interpretive programs, including at least two years in a supervisory or program administrative capacity.

And

Education: Equivalent to graduation from college, preferably with a degree in interpretation, social sciences, natural science, communications, or closely related field. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)

(Continued on next page)

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OUT-OF-CLASS EXPERIENCE CREDIT FOR EXAMS

Employees may use their out-of-class experience for examination purposes. Submit a completed DPR 965 form along with required documentation (refer to DAM Section 0205, page 02-9) for approval.

Per California Code of Regulations (CCR) 212 (1) (A): Requests shall not be made prior to performing out-of-class duties a minimum of 30 consecutive calendar days, nor later than one year after the ending date of the out-of-class duties.

POSITION DESCRIPTION

Under direction, to do the more difficult or varied work in planning, developing, coordinating and implementing interpretive projects for the Department of Parks and Recreation; to have charge of specific major interpretive projects; and to other related work.

EXAMINATION SCOPE

Knowledge of:

1. Natural science and historical research methods and procedures, California anthropology, exhibit preparation techniques.
2. Methods and practices of restoration, preservation, and interpretation of historical objects.
3. Literature and publications dealing with California natural history.
4. History of California and the historical features of the State.
5. Principles of public administration, personnel management, supervision, and training.
6. Department's Affirmative Action Program objectives..

Ability to:

1. Write complete plans and specifications for specialized interpretive projects.
2. Establish and maintain cooperative working relationships with individuals, organizations, and other agencies contacted in the course of the work.
3. Analyze situations accurately and take an effective course of action.
4. Communicate effectively.
5. Supervise, train, and evaluate the work of a technical staff.
6. Keep necessary records and prepare reports.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel throughout the State and to work irregular hours and weekends.

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

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 www.jobs.ca.gov, 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.

DEPARTMENT OF PARKS AND RECREATION

Personnel Office/Selection Unit 1416 9th Street, Room 1018, Sacramento, CA 95814 (916) 654-9420

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)