



California Department of
Parks and Recreation

STATE PARK PEACE OFFICER SUPERVISOR I (LIFEGUARD)

Exam Code: 0PR11

Department: Parks and Recreation

Exam Type: Open

Final Filing Date: Continuous

Cut-Off Date: October 30, April 30

CLASSIFICATION DETAILS

State Park Peace Officer Supervisor I (Lifeguard) – \$6,487 - \$8,815 per month.

View the [SPPO Supervisor I \(Lifeguard\) classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: October 30, April 30

Applications will be processed on the first working day of the cutoff month shown above. Applications received or postmarked after the cut-off date will be held on file and processed on the next established cut-off date. For exam purposes, the postmark date will be considered the received date.

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.

Once you have taken this examination, you may not retake it for six (6) months.

How To Apply:

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 at www.calcareers.ca.gov. Applications must be received with a signature and date.

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 Peace Officer Supervisor I (Lifeguard)**
- Exam Code: **0PR11**

Only applications for the *State Park Peace Officer Supervisor I (Lifeguard)* 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.

Applications may be delivered in person, emailed or by mail.

Please submit to:

Via email

Exams@parks.ca.gov

Provide (OPR11) in the subject line.

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
715 P Street, 1st Floor Security Desk
Sacramento, CA 95814

Special Testing Arrangements:

If you have a disability and need special testing arrangements, mark "yes" on Question #10 on the Examination and/or Employment application and complete the Accommodation form. 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) 902-8674.

POSITION DESCRIPTION

State Park Peace Officer Supervisor I (Lifeguard)

This is the first full supervisory level in the series. Under general supervision, incumbents may perform the duties of Lifeguard and, in addition, supervise lower level permanent and seasonal staff in a visitor services program in a less complex district,

geographical sector, or satellite unit; may act in the absence of the District Superintendent or Chief Ranger; and do other related work.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

State Park Peace Officer Supervisor I (Lifeguard)

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 Class C California driver's license issued by the California Department of Motor Vehicles; **and**

Must meet the peace officer selection standards developed by the [Commission on Peace Officer Standards and Training](#) per Penal Code section 13510(a).; **and**

Applicants for positions in this class are required to pass a drug screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement; **and**

Must pass a swimming/running performance test as conducted by the Department prior to appointment; **and**

For the education requirement, students who have completed 30 semester units of the required education may apply, but they must satisfactorily complete the required education before they can be appointed.

Education: Completion of 60 semester units at an accredited college or university including a minimum of 21 semester units satisfying the General Education Curriculum standards as identified for colleges and universities accredited by the Western Association of Schools and Colleges.

Possession of (1) a valid Red Cross Advanced First-Aid Certificate or a valid First Responder Certificate, and (2) either a valid Red Cross or American Heart Association Cardiopulmonary Resuscitation (CPR) Certificate. (A valid California Emergency Medical Services Authority issued Emergency Medical Technician Certificate may be substituted for both of the required certificates.) (Applicants who do not possess the

required certificates will be admitted into the examination but must provide evidence of completion prior to appointment.); **and**

Completion of any California POST accredited Basic Training Law Enforcement Academy, and possession of a valid POST Basic Certificate, and possession of a Parks Lifeguard Training Certificate (Candidates without a Parks Lifeguard Training Certificate may be admitted to the examination and may be appointed, but must obtain a Parks Lifeguard Training Certificate within 12 months of appointment) (Applicants who do not possess the required POST Basic Certificate will be admitted into the examination, but must provide evidence of completion prior to appointment.); **and**

Either I

Two years of experience in California state civil service performing duties of a class with a level of responsibility equivalent to that of a State Park Peace Officer (Lifeguard), Range B

Or II

Experience: Three years of experience as a peace officer in the State of California.

EXAMINATION SCOPE

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Basic principles of dealing with the public.
2. Basic mathematics as required in accounting for funds.
3. Basic grammar and spelling as required in preparing reports and records.
4. General resource management and protection.
5. Principal recreational areas of the State of California.
6. Surf, ocean, lake, and river swimming, bathing and boating hazards.
7. Principles and practices involved in operating, interpreting, and protecting State Park districts.
8. Purposes, organization, policies, procedures, and rules of the Department of Parks and Recreation.
9. Methods and materials used in preparing and interpreting natural science displays and exhibits.
10. Techniques and procedures used in law enforcement.
11. Methods of conducting search and rescue.
12. Advanced emergency first aid procedures.
13. First aid and rescue equipment use and maintenance.
14. Basic principles of supervision, personnel management, and business and public administration.
15. State administrative procedures.

16. The full range of aquatic services.
17. The Department's Equal Employment Opportunity Program objectives.
18. 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. Swim at a level sufficient to perform lifesaving activities.
2. Follow written and oral instructions.
3. Learn the principles and practices used in the conservation and interpretation of natural resources.
4. Learn to use tools and equipment used on the job.
5. Work safely.
6. Learn to deal tactfully with individuals and groups.
7. Apply theory to practical situations.
8. Interpret and apply rules and instructions.
9. Communicate effectively.
10. Analyze situations accurately and adopt an effective course of action.
11. Perform duties which require physical strength and agility.
12. Learn law enforcement rules, regulations, and procedures as a State Park Peace Officer, including arrests and the use of firearms.
13. Plan, organize, and direct the work of others.
14. Carry out programs in accordance with plans and specifications.
15. Establish and maintain cooperative relations with public groups and organizations.
16. Lead and train seasonal staff.
17. Supervise or assist with the visitor service operation of State park districts.
18. Organize, coordinate, and plan programs for operations, interpretation, safety and enforcement, and resource management and protection in park districts.
19. Analyze situations and take effective action.
20. Establish and maintain cooperative relations with the public and with representatives in other jurisdictions.
21. Coordinate mutual aid operations with other agencies.
22. Plan and implement in-service training and write effectively.
23. Work with community organizations and public officials.
24. Assist with the development of effective operating programs to protect visitors and the resources of the State Park system.
25. Participate in aquatic-oriented public relations and information programs.
26. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination.

Age Requirement:

Minimum age for appointment to a peace officer class: 18 years

Special Personal Characteristics:

- Aptitude and demonstrated interest in park and recreation work, philosophy, and principles.

- Willingness to wear the prescribed uniform and conform to departmental personal appearance standards.
- Willingness to work at various locations throughout the State.
- Willingness to work on Saturdays, Sundays, and holidays and at odd or irregular hours.
- Willingness to perform law enforcement duties.
- Satisfactory record as a law-abiding citizen.
- Aptitude for interpretive and public relations work.
- Emotional maturity sufficient to assume the responsibility of protecting lives of others.
- Dependability
- Punctuality
- Tact and diplomacy.
- Poise and self-confidence.
- Sensitivity to needs and attitudes of others.
- Neatness and courtesy.

Special Physical Requirements:

- Physical strength, endurance, and agility.
- Mentally alert.
- Physically sound.
- Hearing in each ear sufficient to perform the essential functions of the job.
- Ability to swim at a level to perform lifesaving activities.
- Pass a swimming/running performance test as determined by the Department prior to appointment.

Drug Testing Requirement:

Applicants for positions in this class are required to pass a drug screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

Special Requirements:

Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to, positions in this class.

Existing law requires that a thorough background investigation be completed on or prior to appointment date. Persons unsuccessful in the investigation cannot be appointed as a peace officer.

Existing law provides that physical and psychological suitability examinations be completed on or prior to appointment date. Persons who are not successful in these examinations cannot be appointed as a peace officer.

Existing law provides that a reading and writing ability examination consisting of an entry-level test battery or equivalent as determined by POST must be completed on or prior to appointment. Persons who are not successful in this examination cannot be appointed as a peace officer.

Existing law provides that a candidate for a peace officer position be fingerprinted for search of local, State and national fingerprint files to disclose any criminal record.

Citizenship Requirement:

Existing law provides that persons in the classes in the State Park Peace Officer (Lifeguard) series be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship.

Additional Desirable Qualifications:

Bachelor of Arts/Science degree with specialization in Park Administration, Natural Sciences, Social Sciences, Law Enforcement, Business, or closely related subjects.

Possession of a valid instructor certificate for: Advanced First Aid, First Responder (EMSA approved), Basic First Aid, and/or Cardiopulmonary Resuscitation (CPR) from the American Red Cross or American Heart Association.

Completion and certification as an Emergency Medical Technician Level I or II.

ELIGIBLE LIST INFORMATION

A departmental, open, merged eligible list for the State Park Peace Officer Supervisor I (Lifeguard) classification will be established for:

Department of Parks and Recreation

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twenty-four (24) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career credits are not granted in open examinations.

EXAMINATION INFORMATION

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received.

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 you're training and work history have provided you the essential knowledge, skills, and abilities, and potential to effectively perform the duties relative to the classification.

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.

Reschedules will only be considered based on the California Government Code and the California Department of Human Resources policy.

CONTACT INFORMATION

If you have any administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

Department of Parks and Recreation
Attn: Selections Unit / Jacques Carter
715 P Street, 1st floor Security Desk
Sacramento, CA 95814
Phone: (916) 902-8674
Jacques.Carter@parks.ca.gov

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State workplace. 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.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the Selections Unit of the Department of Parks and Recreation, (916) 651-0438, three weeks after the final filing date if he/she has not received a progress notice.

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](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The Department of Parks and Recreation reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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.

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 the bulletin.