



California Department of
Parks and Recreation

Supervisor, Cultural Resources Program

Exam Code: 1PR09

Department: Parks and Recreation

Exam Type: Open

Final Filing Date: September 10, 2021

CLASSIFICATION DETAILS

Supervisor, Cultural Resources Program – \$7,263 - \$9,027 per month

Position Exist: Statewide

View [Supervisor, Cultural Resources Program classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: **September 10, 2021**

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.

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 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: **Supervisor, Cultural Resources Program**
- Exam Code: **1PR09**

Only applications for the *Supervisor, Cultural Resources Program 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: 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 or by mail. Please submit to:

By mail:

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

In person:

Department of Parks and Recreation
Attention: Selections Unit /Gladys
Imperio-Acosta
1416 9th Street, Room 1018 (10th floor)
Dropbox
Sacramento, CA 95814

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin by **September 10, 2021** 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.

Supervisor, Cultural Resources Program

Either I

Experience: One year of experience performing the duties of a Senior State Archeologist or State Historian III.

Or II

Experience: Broad, extensive, and increasingly responsible experience (more than five years) in the analysis, formulation, and implementation of cultural resource management, planning, and protection programs, at least three years of which must have been in an administrative or supervisory capacity in full charge of a staff responsible for the development or implementation of cultural resource planning, or management programs, with policy-influencing responsibility, one year of which shall have been working at a level equivalent in responsibility to a Senior State Archeologist in California state service.

And

Education: Equivalent to graduation from college with major course work in archeology or anthropology. (A graduate degree in archeology or anthropology may be substituted for up to two years of the required experience.

POSITION DESCRIPTION

At full supervisory level, the incumbent directs and has charge of a major cultural resource section and has statewide responsibility for the formulation, implementation, and administration of cultural resource programs and planning; carries the authority and accountability for timely completion of program objectives and for submittal of products; responsible for operational planning and assigning of projects to the Senior levels within the Section, budget for time and funding, reviewing and evaluating achievements, and preparing administrative reports; coordinates program activities with technical and administrative support sections; assists in formulating policies; maintains liaison with other governmental agencies and private sector.

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. Principles and practices of archeological resource management and preservation.
2. techniques for the preservation of archeological collections.
3. the major aspects of American archeological field methods.
4. laboratory and museum techniques, procedures, and operations.
5. Indians of Western North America.
6. Geology.
7. Paleontology.
8. Ecology.
9. Comparative osteology.
10. California history.
11. Basic techniques of surveying.
12. Archeological research methods.
13. Literature and publications dealing with archeological and ethnographical methods and techniques.
14. Private and public organizations concerned with anthropological research in California.
15. Principles of effective supervision and personnel management.
16. Major programs, policy development and administration.
17. Administrative principles and methods.
18. All departmentwide cultural resource programs and responsibilities.
19. Budgeting and other administrative responsibilities.

Ability to:

1. Prepare accurate drawings and take photographs of archeological remains, artifacts, and related materials for use in published reports.
2. Read and prepare maps; perform archeological field work.
3. Coordinate the efforts of small work teams.

4. Identify and record pertinent data revealed during excavations.
5. Evaluate environmental impacts upon various archeological resources and develop and recommend effective mitigation procedures.
6. Speak and write effectively.
7. Keep necessary records and prepare reports.
8. Analyze situations accurately and take effective action.
9. Evaluate complex archeological and ethnographic studies.
10. Develop innovative resource management programs for the protection.
11. Restoration and perpetuation of cultural resources.
12. Coordinate and lead the work of others.
13. Provide instruction in archeological excavation techniques.
14. Prepare clear, complete and technically accurate reports.
15. Plan, organize, and lead archeological field projects.
16. Initiate major concepts and develop innovative cultural resource management programs with regional or statewide impact.
17. Assume authority and responsibility for a major program.
18. Effectively administer major and complex programs in a regional area or headquarters.
19. Provide leadership to a multidisciplinary team of professionals in development of innovative solutions to the most difficult cultural resource management problems.
20. Develop alternatives in the solution of the management problems and select realistic courses of action.
21. Coordinate regional or statewide cultural resource programs of other governmental agencies.
22. Plan, organize, and direct the work of a professional and technical staff.
23. Coordinate and direct all cultural resource planning and management efforts and activities.
24. Plan and direct the studies in a major section.
25. Analyze technical data and make appropriate recommendations.

ADDITIONAL DESIRABLE QUALIFICATIONS

In appraising the relative qualifications of candidates, consideration will be given to candidates possessing a Master's Degree in Archeology or Anthropology, and/or a record which demonstrates expertise in California archeology, such as authorship of published reports and participation in seminars and professional conferences.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel throughout the State and work irregular hours.

EXAMINATION INFORMATION

This examination consists of the following components:

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

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 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.

Applicants who meet the minimum qualifications will be emailed the link to the T&E examination. Candidates must include a current/valid email address on their 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.

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.

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.

TESTING DEPARTMENTS

Department of Parks and Recreation

CONTACT INFORMATION

If you have any **technical** questions concerning this examination bulletin, please contact:

California Department of Human Resources
Attn: Examination Services
1515 S Street
Sacramento, CA 95811
Phone: 1-866-844-8671
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

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

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
Attention: Selections Unit / Gladys Acosta
1416 9th Street, Room 1018 (10th floor)
Sacramento, CA 95814
Email: Gladys.Acosta@parks.ca.gov

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

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) servicewide 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.

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 competitor 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.