

**DEPARTMENT OF PARKS AND RECREATION
EXAMINATION ANNOUNCEMENT**

CORRECTION NOTICE

**ASSISTANT STATE ARCHEOLOGIST
OPEN – STATEWIDE**

FINAL FILING DATE CHANGE

The final filing date has been extended to December 10, 2021.



California Department of
Parks and Recreation

ASSISTANT STATE ARCHEOLOGIST

Exam Code: 1PR26

Department: Parks and Recreation

Exam Type: Servicewide, Open

Final Filing Date: November 12, 2021

CLASSIFICATION DETAILS

Assistant State Archeologist – (Range A) \$3796-\$4432 per month.
(Range B) \$4709-\$5829 per month.

Position Exist: Statewide

View the [Assistant State Archeologist Classification Specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: November 12, 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.

Once you have taken this examination, you may not retake it for twelve (12) 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 postmarked or personally hand delivered after the final filing date **will not** be accepted for any reason. 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: **Assistant State Archeologist**
- Exam Code: **1PR26**

Only applications for the *Assistant State Archeologist 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 / Mike Valencia
P.O. Box 942896
Sacramento, CA 94296-0001

In person:

Department of Parks and Recreation
Attention: Selections Unit / Mike Valencia
715 P Street, Security Desk
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

If education is required to meet the minimum qualifications, include on the application the name and location of the institution, course of study, units completed (semester/quarter), diploma, degree, or certificate obtained, and date completed.

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.

Assistant State Archeologist

Education: Equivalent to graduation from college with major course work in archeology or anthropology. (Registration as a Senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation before they can be considered for appointment.)

POSITION DESCRIPTION

Assistant State Archeologist

This is an entry, training and first working level of this series. As a trainee, under supervision, incumbents perform the less responsible and less complex archeological and ethnographic work, assisting in the preparation of cultural resource inventory documents and in the implementation of management projects; and do other related work.

As knowledge and skills are developed, incumbents develop and organize phases of work related to collection, preservation, and resource management of archeological material and properties; and conduct site surveys and archeological excavation projects.

EXAMINATION SCOPE

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.

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.

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.
3. Perform archeological field work.
4. Coordinate the efforts of small work teams.
5. Identify and record pertinent data revealed during excavations.
6. Evaluate environmental impacts upon various archeological resources and develop and recommend effective mitigation procedures.
7. Speak and write effectively.
8. Keep necessary records and prepare reports.
9. Analyze situations accurately and take effective action.

ELIGIBLE LIST INFORMATION

A service-wide, open eligible list for the Assistant State Archeologist classification will be established for:

State of California (all State of California departments, statewide)

Eligibility expires twelve (12) 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.

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 CHARACTERISTIC

Willingness to travel throughout the State and work irregular hours.

EXAMINATION INFORMATION

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.

TESTING DEPARTMENTS

State of California (all State of California departments)

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)

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 / Mike Valencia
P.O. Box 942896
Sacramento, CA 94296-0001
Phone: (916) 857-9224

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

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](#).

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) 857-9224 three weeks after the final filing date if he/she has not received a progress notice.

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.