



California Department of  
**Parks and Recreation**

**AQUATIC PEST CONTROL ASSISTANT  
PROGRAM MANAGER, DEPARTMENT OF  
BOATING AND WATERWAYS**

**Exam Code: 1PR30**

**Department:** Parks and Recreation

**Exam Type:** Open - Spot

**Final Filing Date:** December 16, 2021

**CLASSIFICATION DETAILS**

**Aquatic Pest Control Assistant Program Manager, Department of Boating and Waterways – \$5,408 – \$6,773 per month.**

This is a SPOT examination for Contra Costa and San Joaquin counties only. Candidates may only establish eligibility for these counties.

View [the Aquatic Pest Control Assistant Program Manager, Department of Boating and Waterways classification specification.](#)

**APPLICATION INSTRUCTIONS**

Final Filing Date: December 16, 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 the Training and Experience (T&E) Examination, you may not retake it for 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](http://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: **Aquatic Pest Control Assistant Program Manager, Department of Boating and Waterways**
- Exam Code: **1PR30**

Only applications for the *Aquatic Pest Control Assistant Program Manager, Department of Boating and Waterways* 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/Bridget Campbell  
P.O. Box 942896  
Sacramento, CA 94296-0001

**In person:**

Department of Parks and Recreation  
Attention: Selections Unit/Bridget Campbell  
715 P Street, 1<sup>st</sup> Floor Security Desk  
Sacramento, CA 95814

**Special Testing Arrangements:**

If you require assistance or alternative testing arrangements due to a disability, 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.

**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.

**Aquatic Pest Control Assistant Program Manager, Department of Boating and Waterways**

**Either I**

Two years of experience in the California state service performing the duties of an Aquatic Pest Control Specialist, Department of Boating and Waterways, at least one

year of this experience must have been performing the duties of an Aquatic Pest Control Specialist, Department of Boating and Waterways, Range B. **AND**

Possession of a Qualified Applicator Certificate, Category F.

**Or II**

Four years of field experience performing pest control duties, including one year of experience assisting in the supervision and training of subordinate employees or team members. This experience preferably will include aquatic pest control responsibilities.

**AND**

Possession of a Qualified Applicator Certificate, Category F. (Applicants who do not possess the certificate will be admitted to the examination but must secure the certificate prior to appointment.)

## **POSITION DESCRIPTION**

### **Aquatic Pest Control Assistant Program Manager, Department of Boating and Waterways**

This is a full supervisory level, responsible for assisting an Aquatic Pest Control Program Manager, Department of Boating and Waterways, in the management of one or more aquatic pest control programs such as the water hyacinth or the Egeria densa programs. Control programs such as these are generally performed by teams consisting of a specialist and a technician. The teams each are assigned responsibility for an area or section of the afflicted waterway. The teams, under the direction of the program manager and/or an assistant program manager, carry out approved and defined methods of control and/or eradication. These multiple teams report daily to either manager in regard to their daily activities including area covered, pesticides or other control methods used, and findings of pest activity and location. An assistant program manager typically has several teams under direct supervision. In addition to the review and consideration of the various team reports, an assistant program manager will frequently and personally observe teams at work. Teams' areas of responsibility will be observed and the effectiveness of each team will be evaluated. The assistant program manager will also observe and evaluate each team's ability to deal effectively with the general public using the waterways. The assistant program manager will provide direction to the teams and arrange for any necessary training to improve the teams' performance and for individual team members in any areas of need or deficiency.

## **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. General botany, botanical classification, and identification.
2. Aquatic pest control methods.
3. Materials and equipment.
4. Boats, boating operation, and maintenance.
5. California waterways.
6. Principles of water and boating safety.
7. General chemistry and biology.
8. Principles of personnel management and supervision.
9. A 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. Plan, organize, and coordinate the work of assigned teams of staff.
2. Establish and maintain effective working relationships with those contacted in the course of work.
3. Make and report reliable observation on loss caused by aquatic pests.
4. Perform special studies of aquatic biology problems.
5. Evaluate results of program efforts, interpret findings, and make recommendations.
6. Interpret and apply the laws and regulations related to the Department of Boating and Waterways.
7. Communicate effectively.
8. Prepare reports and keep accurate program records.
9. Evaluate staff and take necessary action to improve or enhance performance or correct behavior.
10. Effectively apply job-required skills and knowledge.
11. Plan, organize, and direct the work of others in aquatic pest control programs and activities.
12. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

## **ADDITIONAL DESIRABLE QUALIFICATIONS**

Degree in biology and the ability to obtain a Pest Control Advisor's license.

## **SPECIAL PERSONAL CHARACTERISTICS**

Willingness to travel to assigned areas and to work unusual hours during spraying season; willingness to work with chemicals, materials, and pesticides used in the program; tact; poise; dependability; and punctuality.

## **SPECIAL PHYSICAL CHARACTERISTICS**

Ability to work in temperature extremes; vision and color vision adequate to successfully perform the duties of the position; and ability to handle a variety of heavy equipment and materials in the course of work.

## **DRIVER LICENSE REQUIREMENT**

Applicants for positions in this classification series must possess a valid driver license of the appropriate class issued by the Department of Motor Vehicles; a good driving record, and are expected to drive vehicles safely. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.

## **EXAMINATION INFORMATION**

This examination consists of the following components:

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

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% will be required.

**\*Applicants who meet the minimum qualifications will be sent an email with the link to access and take 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.**

## **OR**

If conditions warrant, this examination may utilize the Education and Experience (E&E) – weighted 100%.

For this reason, it is especially important that each candidate take special care in accurately completing his or her application. List all experience relevant to the “Minimum Qualifications”, even if that experience goes beyond the required years stated. Supplementary information will be accepted but read the “Minimum Qualifications” carefully to see what kind of information will be useful to the staff doing the evaluation. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

## ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the Aquatic Pest Control Assistant Program Manager, Department of Boating and Waterways classification will be established for the **California Department of Parks and Recreation for Contra Costa and San Joaquin Counties**.

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.

## 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/Bridget Campbell  
(916) 902-8672  
[Bridget.Campbell@parks.ca.gov](mailto:Bridget.Campbell@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 Selection Unit of the Department of Parks and Recreation, (916) 902-8672, 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.

**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](http://www.jobs.ca.gov), and the Department of Veterans Affairs.

**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 12<sup>th</sup> 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.