



California Department of

Parks and Recreation

Guide II, Historical Monument (Supervisor)

Exam Code: 3PR06

Department: Parks and Recreation

Exam Type: Open

Final Filing Date: February 17, 2023

CLASSIFICATION DETAILS

Guide II, Historical Monument (Supervisor) (2741) – \$ 4,115.00 - \$5,152.00 per month.

View the [Guide II, Historical Monument \(Supervisor\) Classification Specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: February 17, 2023

Who Should Apply:

Applicants who meet the requirements as stated in the minimum qualifications section of this announcement. Anyone on the existing eligibility list for this classification, must take and pass this examination to be placed on the newly established eligibility list. 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 emailed, 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: **Guide II, Historical Monument (Supervisor)**
- Exam Code: **3PR06**

Only applications for the Guide II, Historical Monument (Supervisor) 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.

Due to COVID, we have limited staff working in the office. Therefore, the preferred method of application submittal is by mail or email.

However, do not send your application via office or interoffice mail. Applications received by this manner after the final filing date **will not** be accepted and cannot be returned pursuant to California Code of Regulations §174. Also, 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.

Via email

Exams@Parks.ca.gov

Place exam code in subject line.

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

POSITION DESCRIPTION

Guide II, Historical Monument (Supervisor)

A Guide II, Historical Monument (Supervisor), supervises, plans, organizes, schedules, and directs the work of a group of guides; provides coverage for absences; works with the unit supervisor to balance staffing to meet varying workload needs; organizes and conducts training sessions for new guides; selects new guides; gives on-the-job training and coaching; monitors and evaluates performance of subordinate staff; arranges and conducts special tours; handles special public relations problems that may arise during a tour; conducts research; prepares reports developing additional and improved background and interpretive information for tour presentations; assists in verifying that material to be presented is correct and current; keeps tour presentations up to desired standards; acts for higher level supervisor as assigned; keeps records; and prepares reports and correspondence.

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.

Guide II, Historical Monument (Supervisor)

Either I

One year of experience in California state service performing the duties of a Guide I, Historical Monument.

Or II

Three years of tour guide experience involving a major emphasis on oral presentations before groups. (Education of college level may be substituted for one year of the required experience on the basis of a year of education for six months of experience.)

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade.

SPECIAL PERSONAL CHARACTERISTIC

Neat personal appearance; tact; poise; willingness to work on Saturdays, Sundays, and holidays on an assigned shift; ability to stand and walk for long periods of time.

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% will be required.

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 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.

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

EXAMINATION SCOPE

In addition to evaluating applicants' relative knowledge, skills, and abilities, 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. Methods, procedures, and problems involved in organizing, scheduling, and conducting tours in a State historical monument.
2. Historical research methods, and principles of personnel management.
3. Department's Equal Employment Opportunity Program objectives.
4. A manager's role in the Equal Employment Opportunity Program.

Ability to:

1. Read and write English at a level required for successful job performance.
2. Plan, organize, and direct the work of others.
3. Analyze situations accurately and take effective action.
4. Establish and maintain cooperative relationships with the general public and others contacted in the course of the work.
5. Prepare reports and maintain records.
6. Communicate effectively.
7. Prepare and present an effective guide training program.
8. Effectively contribute to the department's Equal Employment Opportunity Program objectives.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the Guide II, Historical Monument (Supervisor) classification will be established for the **Department of Parks and Recreation**.

Eligibility expires **twelve (12) months** after it is established. Applicants must 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.

Veteran's 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 administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

Email:

Gladys.Acosta@Parks.ca.gov

Phone:

(916) 902-8704

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone) 1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device

REASONABLE ACCOMMODATION

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 been contacted prior to receiving a notice to appear for the examination, please contact the Exam Analyst at (916) 902-8704.

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 your responsibility as the candidate to contact the Selection Unit of the Department of Parks and Recreation if you have not received a progress notice within two weeks of the final filing date.

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 has 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.

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.