



California Department of
Parks and Recreation

State Historian III

Exam Code: 4PR20

Department: Parks and Recreation

Exam Type: Open

Final Filing Date: Continuous

Cut-Off Dates: May 1st, November 1st

CLASSIFICATION DETAILS

State Historian III – Monthly Salary: \$7,290 – \$9,062

View the [State Historian III classification specification](#).

APPLICATION INSTRUCTIONS

Final Filing Dates: May 1st, November 1st. With possible additional dates as needed.

Applications received after the cut-off date will be held and processed on the next established cut-off date. For exam purposes, the postmarked date will be considered the received date.

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 nine (9) 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 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: **State Historian III**
- Exam Code: **4PR20**

Only applications for the *State Historian III* 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 U.S. mail.

Please submit to:

Via email

Exams@parks.ca.gov

Provide (4PR20) 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

POSITION DESCRIPTION

State Historian III

This is the full supervisory level of this series. Under general direction, incumbents supervise, on a statewide basis, the planning and development of a historical resource management program unit in the Department of Parks and Recreation; recommend and execute programs of identification, description, evaluation, preservation and resource management of historical objects, sites, and buildings; direct the development of

employee training programs concerning California historical resources and historical research techniques; 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 Historian III

Education Requirements: Equivalent to graduation from college with major course work in history, historic sites research, cultural resources management, architectural history, or a closely related field in which historical methods and techniques are employed. (Additional qualifying experience may be substituted for the required education on a year-for-year basis for up to two years.) **AND**

Either I

In the California state service, either:

Two years of experience performing the duties of a State Historian II; or four years of experience performing the duties of a State Historian I.

OR II

Five years of experience in research, cultural resources management, or museum work in connection with historical reports, projects, buildings, or museums.

(Experience in California state service applied toward this requirement must include three years performing duties at a level of responsibility equivalent to that obtained in the class of a State Historian II.)

or

Five years of experience in the teaching of California history at the high school and college level.

(Graduate work in history, historic sites research, cultural resources management, architectural history, or a closely related field, in which historical methods and techniques are employed, may be substituted for one year of the required experience on a year-for-year basis.)

EXAMINATION INFORMATION

This examination consists of the following components:

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

Bulletin Date: 1/19/2024

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, 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. California history.
2. Historical research methods.
3. Methods and techniques used in identifying and preserving historical objects, sites, and buildings.
4. Literature and publications dealing with California history, historical research, curatorship, and museum administration.
5. Private and public organization concerned with historical research and resource management activities pertaining to California history.
6. Museum administration principles.
7. Principles of effective supervision.
8. Personnel management and public administration.
9. State of California administrative procedures.
10. The department's Equal Employment Opportunity program objectives.
11. A manager's role in the Equal Employment Opportunity program and the processes available to meet affirmative action objectives.

Ability to:

1. Conduct basic historical research.
2. Evaluate environmental impacts on resources of historical interest and develop and recommend mitigation procedures.
3. Make cultural and aesthetic decisions regarding cultural resources.
4. Speak and write effectively.
5. Keep necessary records and prepare reports.
6. Analyze facts and situations accurately and take effective action.

7. Direct and train other personnel.
8. Plan, organize, and supervise statewide historical and cultural resource management programs.
9. Effectively contribute to the department's affirmative action objectives.

ELIGIBLE LIST INFORMATION

A departmental, open, eligible list for the *State Historian III* classification will be established for the **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 **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.

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.

ADDITIONAL DESIRABLE QUALIFICATIONS

Willingness to travel throughout the State and work irregular hours.

CONTACT INFORMATION

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

Email:

Jacques.Carter@parks.ca.gov

Phone:

Phone: (916) 902-8674

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.

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) 651-3383, 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.

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, 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) 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 candidate 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.