



California Department of  
**Parks and Recreation**

## **GUIDE I, HISTORICAL MONUMENT**

**Exam Code: 6PR15**

**Department:** Parks and Recreation

**Exam Type:** Open

**Final Filing Date:** Continuous

**Exam Cut-Off Dates:**

March 15<sup>th</sup> / September 15<sup>th</sup> annually

### **CLASSIFICATION DETAILS**

**Guide I, Historical Monument (2794)** – \$ 3,973.00 - \$ 4,971.00 per month

View the [Guide I, Historical Monument Classification Specification](#)

### **APPLICATION INSTRUCTIONS**

Final Filing Date: March 15<sup>th</sup> / September 15<sup>th</sup> annually

Applications received after the cutoff date will be held and processed on the next established cutoff date. For exam purposes, the postmarked 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. 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.

If you have taken the Training and Experience (T&E) Examination in the last 9 months, you should not apply as your application will not be accepted.

#### **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 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 I, Historical Monument**
- Exam Code: **6PR15**

Only applications for the Guide I, Historical Monument 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**

*(please include exam code in email subject)*

Exams@parks.ca.gov

**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, 1<sup>st</sup> Floor Security Desk  
Sacramento, CA 95814

## **POSITION DESCRIPTION**

### **Guide I, Historical Monument**

The Guide I, Historical Monument, conducts the public on tours through historical monuments; explains the historical significance of the unit and exhibits to individuals and groups; assists in preparation of tour talks by study of reference and other material; protects buildings and exhibits against theft, damage, and vandalism; maintains order and enforces the rules and regulations of the State Park System; prepares exhibits under guidance; maintains exhibits; assists in the cleanup and maintenance of the monument or may supervise others in this work; keeps records and performs other associated clerical tasks.

## 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 I, Historical Monument

#### Either I

Six months of experience in the California state service performing the duties of a Guide Trainee, Historical Monument. (Education of college level may be substituted for up to three months of the required experience on the basis of two years of college being equivalent to three months of experience.)

#### Or II

**Experience:** One year of experience involving major emphasis on oral presentations before groups. (Education of college level may be substituted for up to six months of the required experience on the basis of two years of college being equivalent to six months of experience.)

#### And

**Education:** Equivalent to the completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

## 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. Effective practices in guiding exhibit tours.
2. Clerical work and record keeping.
3. Inventory methods.

### Ability to:

1. Deal tactfully with individuals and groups.
2. Analyze situations accurately and take effective action.
3. Arrange exhibits and execute instructions involving exhibits.

## ELIGIBLE LIST INFORMATION

A departmental, open, MERGED eligible list for the Guide I, Historical Monument 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.

## **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) 902-8300

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 not been contacted prior to receiving a notice to appear for the examination, please contact the Exam Analyst at (916) 902-8300.

## **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 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.