



**California Department of Parks and Recreation
Office of Grants and Local Services**

Since 1964, more than 7,400 parks throughout California have been created or improved through local assistance grant programs. Help us build this legacy!

Division Mission: Encouraging healthy communities by connecting people to parks, supporting innovative recreational opportunities, embracing diversity, fostering inclusivity, and delivering superior customer service, with integrity for the enrichment of all.

Now Hiring 11 Positions with an October 25, 2018 Application Deadline!

Competitive Grant Program Positions:

Contact: Viktor.Patino@parks.ca.gov

1. **Associate Park and Recreation Specialist - Scoring Project Officer**
Job Control #: JC-129845 (One permanent position)
2. **Associate Park and Recreation Specialist - Scoring Project Officer**
Job Control #: JC-129873 (Four limited term positions/may become permanent)
1 and 2 above require separate applications from the same candidate.
3. **Associate Park and Recreation Specialist - SCORP Analyst**
Job Control #: JC-129861 (One permanent position)
4. **Staff Park and Recreation Specialist - Competitive Grant Supervisor**
Job Control #: JC-129875 (One limited term position/may become permanent)

Grant Administration Section Positions:

Contact: Lee.Butterfield@parks.ca.gov

1. **Associate Park and Recreation Specialist - Administrative Project Officer**
Job Control #: JC-129867 (Two permanent positions)
 2. **Associate Park and Recreation Specialist - Administrative Project Officer**
Job Control #: JC-129944 (One permanent position)
- 1 and 2 above require separate applications from the same candidate due to different Job Control and Position #'s.
3. **Associate Park and Recreation Specialist - Fiscal Analyst**
Job Control #: JC129857 (One permanent position)

How to Apply:

1. Go to jobs.ca.gov and find the position using the search feature. Enter the position title. Click "View Job Posting" once the position is found.
2. Check the "Who Can Apply" Section and please make sure you are an eligible candidate.
 - a. Currently employed as an Associate Park and Recreation Specialist, or,
 - b. Currently on the "eligibility exam list" for Associate Park and Recreation Specialist, or,
 - c. Currently employed by the State of California and eligible to "lateral transfer" into this position as:
 - i. an Associate Governmental Program Analyst (AGPA)
 - ii. another State of California classification where the maximum pay is within 10% of the maximum pay of this classification according to CalHR Guidelines:
<https://www.calcareers.ca.gov/CalHRPublic/Landing/Jobs/TransferCalculator.aspx>
 - iii. Meets the minimum qualifications of an Associate Park and Recreation Specialist.
 - d. Eligible for reinstatement
 - e. SROA and/or Surplus eligibility (please attach your letter, if applicable)
3. Click on the "Apply Now" box on the type right corner. This will take you to a link where you can apply online. Applications may also be mailed or hand delivered per the instructions below.

What to Include in Your Application:

4. **The application requires these THREE ITEMS:** Each position requires a separate Application Package and submittal. For example, the limited term and permanent "Scoring Project Officers" require two separate applications because they have different Position #'s and Job Control #'s

- a. **First Item: “Job Application Package Checklist” Form.** You can find a link to the checklist form after you click “View Job Posting” using the search feature at jobs.ca.gov
- b. **Second Item: STD Examination/Employment Application (STD. 678) Form.**
 - i. The STD 678 form is found here - <https://jobs.ca.gov/pdf/STD678.pdf> Or, sign into jobs.ca.gov
 - ii. Include both the “Position #” and the “Job Control #” in the “Examination or Job Title for which you are applying” section on the STD. 678. These numbers will be posted using the search feature at jobs.ca.gov and “View Job Posting” once the position is found. **If you are applying for multiple positions, you must complete a separate STD. 678 for each position.**
 - iii. List your most current employment history first in the “Employment History” section on the STD. 678 providing the “From” and “To” dates with the month, day and year.
- c. **Third Item: Statement of Qualifications (SOQ).** The SOQ can be in a letter format that responds to the “Desirable Qualifications”. The “Desirable Qualifications” are found near the bottom of the jobs.ca.gov “View Job Posting” page. Include your experience with work examples relating to the “Desirable Qualifications.” Limit the SOQ to two (2) pages using 12-point font.

October 25, 2018 deadline:

5. Submit the Application by or before October 25, 2018:

Application Packages with the documents described above may be submitted electronically through your CalCareer Account at www.CalCareers.ca.gov.

If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

Address for Mailing Application Packages

You may submit your application package to:

Department of Parks & Recreation
Attn: Certification Unit / Viktor Patino / Lee Butterfield
P.O. Box 942896
Sacramento, CA 94296-0001

Address for Drop-Off Application Packages

You may drop off your application package at:

Certification Unit / Viktor Patino / Lee Butterfield
1416 9th Street, Room 1018
Sacramento, CA 95814
08:00 AM - 05:00 PM