



California Department of
Parks and Recreation

Supervisor, Cultural Resources Program

Exam Code: 3PR08

Department: Parks and Recreation

Exam Type: Open

Final Filing Date: May 10, 2023

CLASSIFICATION DETAILS

Supervisor, Cultural Resources Program (7563) – \$ 8,012.00 - \$ 9,959.00
per month.

View the [Classification Title and Classification Specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: ~~April 24, 2023~~ **May 10, 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: **Supervisor, Cultural Resources Program**
- Exam Code: **3PR08**

Only applications for the **Supervisor, Cultural Resources Program** 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

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

Supervisor, Cultural Resources Program

At full supervisory level, the incumbent directs and has charge of a major cultural resource section and has statewide responsibility for the formulation, implementation, and administration of cultural resource programs and planning; carries the authority and accountability for timely completion of program objectives and for submittal of products; responsible for operational planning and assigning of projects to the Senior levels within the Section, budget for time and funding, reviewing and evaluating achievements, and preparing administrative reports; coordinates program activities with technical and administrative support sections; assists in formulating policies; maintains liaison with other governmental agencies and private sector.

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.

Supervisor, Cultural Resources Program

Either I

Experience: One year of experience performing the duties of a Senior State Archeologist or State Historian III.

Or II

Experience: Broad, extensive, and increasingly responsible experience (more than five years) in the analysis, formulation, and implementation of cultural resource management, planning, and protection programs, at least three years of which must have been in an administrative or supervisory capacity in full charge of a staff responsible for the development or implementation of cultural resource planning, or management programs, with policy-influencing responsibility, one year of which shall have been working at a level equivalent in responsibility to a Senior State Archeologist in California state service.
and

Education: Equivalent to graduation from college with major course work in archeology or anthropology. (A graduate degree in archeology or anthropology may be substituted for up to two years of the required experience.)

ADDITIONAL DESIRABLE QUALIFICATIONS

In appraising the relative qualifications of candidates, consideration will be given to candidates possessing a Master's Degree in Archeology or Anthropology, and/or a record which demonstrates expertise in California archeology, such as authorship of published reports and participation in seminars and professional conferences.

SPECIAL PERSONAL CHARACTERISTIC

Willingness to travel throughout the State and work irregular hours.

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. Principles and practices of archeological resource management and preservation.
2. Techniques for the preservation of archeological collections.
3. The major aspects of American archeological field methods.
4. Laboratory and museum techniques, procedures, and operations.
5. Indians of Western North America.
6. Geology.
7. Paleontology.
8. Ecology.
9. Comparative osteology.
10. California history.
11. Basic techniques of surveying.
12. Archeological research methods.
13. Literature and publications dealing with archeological and ethnographical methods and techniques.
14. Private and public organizations concerned with anthropological research in California.
15. Principles of effective supervision and personnel management.
16. Major programs, policy development and administration.
17. Administrative principles and methods.
18. All departmentwide cultural resource programs and responsibilities.
19. Budgeting and other administrative responsibilities.

Ability to:

1. Prepare accurate drawings and take photographs of archeological remains, artifacts, and related materials for use in published reports.
2. Read and prepare maps.
3. Perform archeological field work.
4. Coordinate the efforts of small work teams.
5. Identify and record pertinent data revealed during excavations.
6. Evaluate environmental impacts upon various archeological resources and develop and recommend effective mitigation procedures.
7. Speak and write effectively.
8. Keep necessary records and prepare reports.
9. Analyze situations accurately and take effective action.
10. Evaluate complex archeological and ethnographic studies.
11. Develop innovative resource management programs for the protection, restoration and perpetuation of cultural resources.
12. Coordinate and lead the work of others.
13. Provide instruction in archeological excavation techniques.
14. Prepare clear, complete and technically accurate reports.
15. Plan, organize, and lead archeological field projects.
16. Initiate major concepts and develop innovative cultural resource management programs with regional or statewide impact.
17. Assume authority and responsibility for a major program.
18. Effectively administer major and complex programs in a regional area or headquarters.
19. Provide leadership to a multidisciplinary team of professionals in development of innovative solutions to the most difficult cultural resource management problems.
20. Develop alternatives in the solution of the management problems and select realistic courses of action.
21. Coordinate regional or statewide cultural resource programs of other governmental agencies.
22. Plan, organize, and direct the work of a professional and technical staff.
23. Coordinate and direct all cultural resource planning and management efforts and activities.
24. Plan and direct the studies in a major section.
25. Analyze technical data and make appropriate recommendations.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Supervisor, Cultural Resources Program** 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

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY 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.