ADMINISTRATIVE OFFICER I, RESOURCES AGENCY

Exam Code: 4FS0101

Department(s):	**Department of Forestry & Fire Protection**
Opening Date:	**03/10/2014**
Closing Date:	**03/24/2014**
Type of Recruitment:	**Departmental Promotional**
Salary:	**MONTHLY-RANGED-SALARY** **Range A: $3207 - $3960** **Range B: $3845 - $4761**
Employment Type:	**Permanent Full-time** **Permanent Part-time** **Permanent Intermittent** **Limited Term Full-time** **Limited Term Part-Time** **Limited Term Intermittent**
Exam Type:	**Statewide**

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. 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.

WHO SHOULD APPLY?

Applicants who meet the minimum qualifications as stated on this bulletin. This is a Departmental Promotional examination for the Department of Forestry and Fire Protection (CAL FIRE).

1. Applicants must have a permanent civil service appointment with the Department of Forestry and Fire Protection as of **March 24, 2014**, the final filing date, in order to participate in this examination; **or**
2. Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990; **or**
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; **or**
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

For persons who are interested in applying that meet the criteria for either items 2, 3, or 4 above, and examinations are given by more than one department for the same classification, you must select one department in which to compete. Once this selection is made, it cannot be changed for the duration of the promotional list established from the examination in which the person participated. Employees may transfer list eligibility between departments in the same manner as provided for state civil service employees.

FILING INSTRUCTIONS

Final File Date: **March 24, 2014**

Examination/Employment Application (STD 678) is available at the California Department of Human Resources' website at www.jobs.ca.gov. Examination/Employment Application (STD 678) may be submitted by mail, or delivered in person.

Note: Applications **will not** be accepted via e-mail.

MAIL:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Diana Valenciano)
P.O. Box 944246
Sacramento, CA 94244-2460

SUBMIT IN PERSON:
Department of Forestry and Fire Protection
Examination Unit – (Attention: Diana Valenciano)
1300 U Street
Sacramento, CA 95818

Applications postmarked or personally delivered after the final filing date, **March 24, 2014,** will not be accepted for any reason.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application and/or contact the Department of Forestry and Fire Protection at (916) 445-7824.

SALARY INFORMATION

Range A: $3207 - $3960
Range B: $3845 - $4761

Range A. This range shall apply to persons who do not meet the criteria for payment in Range B.

Range B. This range shall apply to persons who have satisfactorily completed one year of experience in State service performing staff duties equivalent to those of a Administrative Officer I, Resource Agency, and may apply to persons who have the equivalent of 18 months of technical experience outside of State service performing fiscal management, budgeting administrative analysis, personnel, or business service administration duties similar to those of Administrative Officer I, Resource Agency.

ELIGIBLE LIST INFORMATION

A Departmental Promotional eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by **March 24, 2014**, the final filing date.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as **"Either" I, "Or" II, "Or" III**, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

"EITHER" I

Experience: One year of experience in the California state service performing duties at a level of responsibility equivalent to that of a Regional Administrative Technician or Management Services Technician, Range B. (Applicants who have completed six months of this service will be admitted to the examination, but they must satisfactorily complete one year of experience to be eligible for appointment.)

"OR" II

Experience: Two years of experience in the California state service performing duties at a level of responsibility equivalent to an Office Services Supervisor or Office Technician. **and**

Education: Thirty semester or forty-five quarter units of college courses in public or business administration, accounting, economics, statistics, or a closely related field.

"**OR" III**

Experience: One year of technical experience in one or a combination of the following fields: fiscal management, budgeting, administrative analysis, personnel, or business service administration. (Experience in the California state service applied toward this requirement must have been performing duties at the level of responsibility not less than that of a Management Services Technician, Range B.) **And**

Education: Equivalent to graduation from college, preferably with a major in public or business administration. (Additional qualifying experience may be substituted for the required education on a year- for-year basis.)

Note: Applicants qualifying under Pattern II above must list on their examination application (STD 678) or an attachment, the following information on all public or business administration, accounting, economics, statistics, or closely-related courses completed: title, semester or quarter units, name of institution, and completion date. Applicants qualifying under Pattern III above must provide a copy of their four-year degree or a copy of their transcripts indicating a degree was obtained.

POSITION DESCRIPTION

This is the entry and working supervisory level in this series. Incumbents are responsible for either: (1) planning, organizing, and directing the administrative and staff services functions in a division, office, region, district, or one of the largest area offices; or (2) assisting a higher-level administrator in planning, organizing, directing, and controlling two or more administrative staff functions in a large district or in a division. Incumbents in this class typically direct and train clerical and technical staff performing administrative service duties, such as clerical office support, dispatching, personnel, business services, concession/contract preparation, or accounting; and may personally perform the professional administrative functions.

EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **May/June 2014.**

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

KNOWLEDGE, SKILLS AND ABILITIES

Scope:

A. Knowledge of:

1. Laws, rules, regulations, principles, practices, and current methods of public and business administration with special reference to fiscal and personnel management and budgetary preparation and control.
2. Principles of equal opportunity in the workplace to maintain an environment that is free of discrimination and harassment.
3. Principles of accident prevention and safety practices to maintain a safe work environment.
4. Principles and practices to disseminate information appropriately.
5. State Bargaining Unit's Memorandums of Understanding (MOU) to ensure compliance with the terms of the agreement.
6. Department specific administrative programs for successful job performance.
7. Supervisory and personnel management practices to provide effective leadership.
8. Computer software programs (e.g., Excel, Word, Outlook, Access) to electronically compile data, communicate with others, and perform research.
9. Basic grammar (e.g., sentences, phrases, words) to communicate effectively.
10. Mission, vision, goals, values, and organization of the Department to complete work assignments.
11. Resources [e.g., Employee Assistance Program (EAP), Employee Support Services (ESS)] available to assist employees having personal or work related problems.
12. Technological resources used to effectively communicate.
13. The analytical process (e.g., identify problems, make recommendations) for effective work performance.

B. Skill to:

1. Communicate effectively both verbally and in writing for audiences with varying levels of understanding.
2. Use technology to communicate with various departments and/or internal and external stakeholders.
3. Effectively supervise and manage employees for successful job performance.
4. To keep detailed and organized documentation of work activities for successful job performance.
5. Identify problems, develop alternatives, and make recommendations for improvement.
6. Effectively disseminate information.
7. Interpret laws, rules, and regulations of public and business administration with special reference to fiscal and personnel management and budgetary preparation and control.

C. Ability to:

1. Develop and implement new and revised methods and procedures to enhance current business practices.
2. Analyze problems and implement solutions to improve efficiency.
3. Plan, organize, and direct the work of others to ensure timely completion of assignments.
4. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
5. Complete assignments while working independently under general direction to ensure a timely and accurate work product.
6. Multitask and use time effectively.
7. Communicate effectively with employees, management, and outside agencies.
8. Interpret and explain policies, procedures, rules, and/or regulations to Department employees, the public, vendors, and other State agencies.
9. Act as a liaison when interacting with management, staff, internal, and external stakeholders to provide program specific information, answer questions, and address issues/problems raised.
10. Maintain confidentiality to ensure security of information.
11. Listen effectively for successful job performance.
12. Use technological resources to effectively perform duties.
13. Effectively and cooperatively in a team environment under all conditions.
14. Stay impartial when dealing with all issues.
15. Follow written and verbal direction.
16. Lead a group to successfully complete assigned objectives.
17. Deliver presentations or training.
18. Balance change and continuity striving to improve customer service and program performance within the organizational framework.

VETERANS PREFERENCE

Veterans' preference credits are not granted in promotional examinations.

CAREER CREDITS

Career credits are not granted in promotional examinations.

CONTACT INFORMATION

Department of Forestry and Fire Protection
P.O. Box 944246
Sacramento, California 94244-2460
(916) 445-7824

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)
STS is Speech-to-Speech Service for persons with a speech disability and is reachable at
1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

DISTINGUISHING CHARACTERISTICS

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated capacity for assuming increasing administrative responsibility.

DISCLAIMER

Please go to the following website to review the official California Department of Human Resources (CalHR) class specification: http://www.calhr.ca.gov/state-hr-professionals/Pages/4590.aspx

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 445-7824, three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available online at CalHR, local offices of the Employment Development Department and the testing Department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing Department 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 competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification. 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.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at Departmental personnel offices or www.jobs.ca.gov.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college 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; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans' Preference: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference, 2) An entrance examination is defined, under the law, as any open competitive examination, 3) Veterans Preference is not granted once a person achieves permanent civil service status. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (STD. Form 1093), which is available at www.jobs.ca.gov or the Department of Veterans Affairs.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the Examination/Employment Application. (STD. 678).

Felony Disqualification: You are disqualified from being employed as a peace officer if: 1) you have been convicted of a felony in California or any other State; 2) you have been convicted of any offense in any other State which would have been a felony if committed in California; 3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; 4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): 1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; 2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; 3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

Confidentiality and Security: Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists or cancellation of eligibility for employment in State civil service.