

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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. 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.



DEPARTMENT OF FORESTRY AND FIRE PROTECTION

FORESTRY ASSISTANT II

EXAM CODE:	6FSAC	BULLETIN RELEASE:	December 2, 2016
RECRUITMENT TYPE:	OPEN – NON-PROMOTIONAL	FINAL FILING DATE:	CONTINUOUS FILING - Cut off dates will be scheduled periodically.
EMPLOYMENT TYPE:	PERMANENT FULL-TIME PERMANENT PART-TIME PERMANENT INTERMITTENT LIMITED TERM FULL-TIME LIMITED TERM PART-TIME LIMITED TERM INTERMITTENT	EXAM TYPE:	STATEWIDE
SALARY:	SEE INFORMATION ON THE NEXT PAGE		

JOB DESCRIPTION AND DUTIES

This is the first working level in the series. Incumbents assist Foresters in performing the most complex technical assignments in resource management and assume lead responsibility over lower level technicians. They may also perform as specialists responsible for a specific segment of a program area, including but not limited to law enforcement. As part of the Department's emergency response team, during fire season incumbents will perform fire control or other emergency duties for which they have been trained at a level of responsibility comparable to the classification of Fire Captain and may occasionally perform such assignments at other times. Rotation in assignments at this level is planned experience for employee development.

Incumbents at this level will be encouraged to pursue formal academic course work and will be enrolled in "Continuing Education for Foresters" as necessary to enhance job performance and career advancement. In addition, persons entering State service at this level will, as necessary, receive in a timely manner and prior to working in emergency assignments, all required training for the class specification.

SALARY INFORMATION

Range A: \$4060 - \$5130

Range B: \$4456 - \$5631

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

Range B: This range shall apply to incumbents in positions approved by the Department of Personnel Administration's and the State Personnel Board's staff as having regular, direct responsibility for work supervision, on the job training, and work performance evaluation of at least two inmates, wards or resident workers who substantially replace civil service employees for a total of at least 173 allocated hours of inmates', wards', or resident workers' time per pay period.

This range may also apply to employees in positions approved by the Department of Personnel Administration's staff as having direct supervisory responsibility over incumbents who meet the conditions stated above.

Exception: Employees in classes that are eligible for the Institutional Worker Supervision Pay (IWSP) Differential shall not be eligible for Alternate Range B.

Prior to movement to another class in State service, an employee receiving compensation under Range B shall first be returned to Range A at a salary rate which he/she would have received had he/she remained in Range A.

ELIGIBLE INFORMATION

A Departmental eligible list will be established for the Department of Forestry and Fire Protection on a continuous basis for 48 months. Once you have taken the examination, you may not retake it for 6 months.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications should apply. This is an open, non-promotional examination. Application packages will NOT be accepted on a promotional basis.

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 who possess 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

Three years of experience in California state service performing the duties of a Forestry Assistant I. (Candidates who are within six months of meeting experience requirements may take the examination but cannot be appointed until they have obtained the required experience.)

"Or" II

Five years of progressively responsible resource management experience. (Qualifying experience includes: reforestation, timber harvest operations, urban forestry, or other related forestry work; environmental protection work; fire control experience in the California Department of Forestry and Fire Protection, of which a minimum of two years must have been at a level of responsibility equivalent to the class of Fire Apparatus Engineer.)

"Or" III

Education: Equivalent to graduation from college with a degree in forestry, natural resource management, conservation, or a closely related subject. (Registration as a senior will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Note: Applicants qualifying under Pattern III above must attach a copy of their four-year degree or a copy of their transcripts indicating the degree was obtained with the required coursework.

SCOPE: KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Good resource management principles and practices and basic conservation techniques, the various Department of Forestry program functions and their elements including stocking survey work; resource management grant evaluation techniques; basic fire control methods and equipment; map reading, cruising methods, silviculture, dendrology, elementary forest practices and fire prevention and suppression methods; land management; forest disease and pest evaluation; ground check procedures; burn and land management plan preparation; forestry inventory procedures; timber sales preparation; and fire behavior.

Ability to: Receive and understand instructions and to carry out assignments; interpret laws, rules, and regulations and apply them effectively; collect and evaluate data and prepare technical reports; work effectively, independently, or in a group setting; utilize good judgment and take appropriate action in emergency situations; understand and employ good safety practices; learn to operate a variety of forestry fire suppression tools and equipment, accept increasing responsibility in the level of difficulty of tasks performed; learn how to operate State fire suppression vehicles and equipment and perform as an experienced member of a fire suppression crew, compile and maintain detailed reports, perform cost analyses; accept lead responsibility for assigned projects; prioritize the work of lesser-experienced employees; supervise a fire crew in a fire station; during emergency operations, effectively and safely operate State fire suppression engines; work cooperatively with other governmental and private entities.

EXAMINATION QUALIFICATION REQUIREMENTS

- All applicants must meet the education and/or experience requirements for this examination.
- All applications/resumes must include “from” and “to” employment dates (month/year), time base, and applicable civil service class titles. Applications and resumes received without this information will be rejected.
- A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results.

The examination process will consist of an application, resume, and Statement of Qualifications evaluation conducted by a screening committee. All interested applicants must file an "Examination and/or Employment Application (Std. 678), a resume, and a Statement of Qualifications. Applicants who do not complete the Statement of Qualifications (details below) and submit it with their application and resume will be eliminated from the examination process. The screening committee will compare each applicant's qualifications for the position against specific job-related evaluation criteria developed from the knowledge, skills, and abilities and other information contained in this examination bulletin, including the class specification.

EXAMINATION QUALIFICATION REQUIREMENTS (CONTINUED)

Your signature on your application signifies that the information provided in your application, resume, and Statement of Qualifications is true and factual, and that any false, incomplete, or inaccurate statements may result in disqualification from the examination process.

REQUIRED APPLICATION DOCUMENTS

1. An "Examination and/or Employment Application" (Std. 678) that clearly addresses your experience and job titles, names and addresses of employers, and periods of employment relevant to the Minimum Qualifications identified in this bulletin. "Examination and/or Employment Application" (Std. 678) are available on the internet at: www.jobs.ca.gov.
2. A resume outlining your most recent experience during the last five (5) years working in jobs with duties applicable to the job duties described in this exam announcement and to the class specification (see below for class specification information). Please be specific and provide the dates you worked in each position and the duties performed.
3. A Statement of Qualifications is a narrative discussion of how your education, training, experience, knowledge, skills, and abilities meet the knowledge and abilities cited in this job examination announcement.
 - a) Describe your knowledge and experience in assessing forested landscapes for use in addressing a management objective. In your response, provide examples that demonstrate your experience and include your State civil service classification or position title (private sector) held and the number of years performing the duties/tasks described.
 - b) CAL FIRE employees often are required to work in a team setting. Describe experiences you have had or attributes you possess that make you a valuable member of a team. In your response, provide examples that demonstrate your experience and include your State civil service classification or position title (private sector) held and the number of years performing the duties/tasks described.
 - c) Describe your understanding of the range of CAL FIRE Resource Management Programs, the program functions for each, and how you interpret that these programs relate to the mission of the Department.

REQUIRED APPLICATION DOCUMENTS (CONTINUED)

When preparing your Statement of Qualifications, please follow these guidelines:

- The information you provide must be complete and presented in a clear and concise manner.
- Your Statement of Qualifications must be typewritten with a font size no smaller than 10 pitch.
- Limit your responses to no more than a total of four (4) typewritten pages.
- Answer each lettered item separately and indicate the corresponding item letter for each response. You may include multiple responses on a single page.

FILING INSTRUCTIONS (HOW TO APPLY)

The Examination/Employment Application (STD. 678), resume, and Statement of Qualifications may be submitted by mail or delivered in person:

Postmarked by mail to:

Department of Forestry and Fire Protection
Attention: Examination Unit –
Jennifer Norris
P.O. Box 944246
Sacramento, CA 94244-2460

Submit in person to:

Department of Forestry and Fire Protection
Examination Unit – Jennifer Norris
1300 U Street
Sacramento, CA 95818

The "Examination and/or Employment Application" (Std. 678) is available at the California Department of Human Resources' website at www.jobs.ca.gov.

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

Dates printed on 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.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the Examination and/or Employment Application" (Std. 678) and/or contact the Department of Forestry and Fire Protection at (916) 445-7824.

VETERANS PREFERENCE

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 veterans' 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.

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veterans' Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

CAREER CREDITS

Three career credits will be added to the final score of all competitors in this examination who qualify for the credits and attain a passing mark on the examination. (See "General Information" on this bulletin for information regarding career credits.)

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work long and irregular hours, to work in remote parts of the State, to work on Sundays and holidays, and during the summer season to remain on duty 24 hours a day, as required, restricted to duty assignments; adaptability, tact, and neat personal appearance; wear job-required uniform and personal protection equipment; maintain required Department grooming standards; implement Department policies and regulations; maintain and improve knowledge through continued education; accept increasing responsibility within the job classification; maintain physical fitness to perform arduous job duties; work in adverse conditions in emergency and non-emergency situations.

SPECIAL PHYSICAL REQUIREMENTS

Hearing, physical strength, dexterity and agility necessary to perform the duties of the position; and aptitude and liking for forestry work.

ADDITIONAL QUALIFICATIONS

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles.

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)

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/1085.aspx>

GENERAL INFORMATION

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.

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

GENERAL INFORMATION (CONTINUED)

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.

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).

GENERAL INFORMATION (CONTINUED)

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.