



FORESTRY LOGISTICS OFFICER I

Exam Code: 7FS18

Department(s):	Department of Forestry & Fire Protection
Opening Date:	9/12/2017
Closing Date:	10/9/2017
Type of Recruitment:	Open - Nonpromotional
Salary:	MONTHLY-RANGED-SALARY Range A \$3295.00 - \$4156.00 Range B \$3584.00 - \$4573.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent Statewide

EEO

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.

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 meets the minimum qualifications as of **October 9, 2017**, the final filing date, may apply for the examination on an open basis. Applications will NOT be accepted on a promotional basis.

FILING INSTRUCTIONS

Final Filing Date: **October 9, 2017**

Examination/Employment Application (STD. 678) is available at the California Department of Human Resources' website or by clicking this link [State Application](#). Examination/Employment Application (STD. 678) may be submitted by mail or delivered in person.

MAIL:

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

SUBMIT IN PERSON:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Carol Anderson)
1300 U Street
Sacramento, CA 95818

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

Applications postmarked or personally delivered after the final filing date, **October 9, 2017**, will not be accepted for any reason.

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 application and/or contact the Department of Forestry and Fire Protection at (916) 445-7824.

SALARY INFORMATION

Range A: \$3295.00 - \$4156.00

Range B: \$3584.00 - \$4573.00

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 California Department of Human Resources (CalHR) 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 CalHR '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. 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 **October 9, 2017**, 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.

Possession of a valid California driver's license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess the license will be admitted into the examination but must secure the license prior to appointment.

MINIMUM QUALIFICATIONS

EITHER I

One year of experience as a Materials and Stores Specialist in a business services assignment performing procurement, supply, redistribution, and inventory accounting duties.

OR II

Three years of logistical operations experience performing purchasing, requisition, receipt, storage, and redistribution of supplies and the inventory control duties, or a combination of these duties. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility not less than that of Materials and Stores Specialist.)

POSITION DESCRIPTION

This specification describes the class used in service centers/fire caches located in the regions and units of the California Department of Forestry and Fire Protection. These positions are responsible for the independent operation of logistics for a widely dispersed geographical area.

Positions in these classes perform a wide variety of assignments, including the procurement of services, equipment, fire provisions and supplies on a routine daily basis and under multiple, simultaneous emergency conditions (i.e., fire, flood, earthquake and other disasters); property management; inventory accountability; and perform administrative activities.

EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **October/November 2017**.

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. English language to read, write, comprehend, and communicate in order to exchange information and accomplish daily activities.
2. How to effectively communicate with others to maintain working relationships.
3. Basic arithmetic to perform accurate calculations when managing inventory, ordering, and purchasing.
4. Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar to convey information and use written resources.
5. Use of computers or mobile devices to search the internet and/or databases to obtain necessary information.
6. Various procurement methods to purchase supplies or services for the Unit and emergency incidents.
7. Use and operation of office equipment to complete administrative duties.
8. Defensive driving and rules of the road to arrive safely at the destination.
9. Methods and practices used in inventory management to ensure minimum levels of inventory.
10. Organizing and maintaining filing systems to keep an account of records.
11. Equipment and supplies suitable to meet the needs and goals of the Department.
12. Incident Command System command structure to provide logistical support to an emergency incident.
13. Capabilities, care, and maintenance of equipment used to store and distribute supplies and equipment.
14. Fire department terminology to communicate with colleagues.
15. State traffic procedures and regulations in order to transport the load safely.
16. Accounting for, and disposing of, property.
17. Characteristics and types of materials, supplies, and equipment suitable to meet the needs of a large governmental agency.

B. Skill to:

1. Safely maneuver and lift heavy and bulky items in order to minimize injuries and transport materials safely.
2. Safely drive a variety of Department vehicles in a variety of weather conditions and topography.
3. Load and secure items into a vehicle for safe transportation.
4. Operate a computer and utilize software to accomplish administrative duties and record keeping.
5. Operate various types of office equipment to accomplish administrative duties.

C. Ability to:

1. Work independently to accomplish work assignments.
2. Maintain a valid driver's license to enable the safe and legal operation of Department-owned vehicles.
3. Work for extended periods of time in a safe manner to meet the requirements of the Unit or emergency incident.
4. Use diplomacy while communicating and working with a variety of individuals to maintain a professional work environment.
5. Maintain composure under stress to exercise sound judgement in situations with a high consequence of error.
6. Provide for urgent and immediate needs of the incident.
7. Read, write, and speak English to successfully complete tasks.
8. Lift and carry at least 50 pounds repeatedly over the course of a work day to accomplish tasks.
9. Estimate logistical needs for specific projects and incidents.
10. Clearly communicate both verbally and in writing to convey information and to accomplish work assignments.
11. Drive for extended periods of time to arrive safely at the required destination.
12. Analyze various situations accurately and take effective action to support operational needs.
13. Multitask to complete daily work assignments and to support emergency incidents.
14. Maintain inventories to ensure accountability.
15. Manage a diverse and widespread inventory of property to maintain accountability.
16. Interpret and utilize navigation sources and tools in order to arrive safely and timely to the destination.
17. Give clear and concise instruction to direct the work of others.
18. Operate warehouse equipment to lift heavy objects independently to relocate items to a desired location.
19. Assess when a task is beyond your capabilities and ask for help to minimize potential errors.
20. Be assertive when making decisions to fulfill the needs of the Department.
21. Utilize effective time management to prioritize workload.
22. Develop internal tracking tools for the specific needs of the job.
23. Prepare contracts, service agreements, and purchase documents meet the needs of the Department.
24. Plan, organize, and evaluate the work of others to ensure effective job performance.
25. Forecast future needs and costs of supplies, services, and equipment.
26. Reconcile inventories and control accounts.
27. Inspect, determine condition of, and recommend proper disposition of property.

VETERANS PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded 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. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>, and the Department of Veterans Affairs.

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.)

DISTINGUISHING CHARACTERISTICS

ADDITIONAL PERSONAL CHARACTERISTICS

- Willingness to wear Personal Protective Equipment
- Willingness to comply with the Department's Employee Rules of Conduct
- Willingness to work in proximity to an active fire line
- Willingness to work outdoors in various environmental conditions
- Willingness to respect sensitive situations and maintain confidentiality to meet the needs of the Department
- Willingness to work using a computer for an extended period of time to complete various tasks and assignments
- Willingness to work independently
- Willingness to be flexible due to changing priorities
- Willingness to work long and irregular hours including weekends and/or Holidays
- Willingness to give or receive instruction to or from various levels of personnel on an emergency incident and on a routine basis
- Willingness to work with the public
- Willingness to perform multiple Incident Command System functions simultaneously to meet the needs of the incident
- Willingness to be away from family for an extended period of time to meet the needs of the Department
- Willingness to travel significant distances on short notice
- Willingness to maintain physical fitness to perform job duties
- Willingness to participate in training sessions to increase technical, administrative, and manipulative skills
- Willingness to maintain personal appearance in accordance with the Department Grooming and Uniform Standards
- Willingness to work near hazardous materials
- Willingness to return to duty when requested or ordered
- Willingness to mitigate mentally and emotionally stressful situations to meet the needs of the Department
- Willingness to mentor others to encourage staff growth and success
- Willingness to take on additional responsibilities.

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade; completion of college-level work in the fields of accounting, business administration and/or fire science; logistics experience in an emergency response organization; willingness to perform heavy lifting; work long irregular hours; travel throughout the State for extended periods; only mildly susceptible to poison oak.

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/1926.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: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded 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. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>, and 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.