

REVISED EXAMINATION ANNOUNCEMENT

EXAM TITLE: FORESTRY ASSISTANT II
EXAM CODE: 7FS20
EXAM BASE: OPEN – NONPROMOTIONAL
DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION
FINAL FILING DATE: December 19, 2017*
APPLICATION EVALUATION: JANUARY/FEBRUARY 2018

The bulletin announcing the above examination has been amended as follows:

*Examination/Employment Application (STD. 678) forms must be postmarked no later than **December 19, 2017** to be evaluated for the upcoming examination. Forms postmarked after December 19, 2017 will be considered in the next examination administration.

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.

This examination is being administered on a continuous basis. If you have submitted an application package after July 18, 2017, it is not necessary for you to submit a new package. Please do not resubmit an application package if you have already applied for this examination.



FORESTRY ASSISTANT II

Exam Code: 7FS20

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|-----------------------------|---|
| Department(s): | Department of Forestry & Fire Protection |
| Opening Date: | 11/17/2017 |
| Cut Off Date: | 12/19/2017 |
| Type of Recruitment: | Open - Nonpromotional |
| Salary: | Range A: \$4244 - \$5338 Range B: \$4636 - \$5859 |
| Employment Type: | Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent |
| Exam Type: | State-wide |

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

FILING INSTRUCTIONS

Final File Date: **December 19, 2017**

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

SUBMIT BY 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, **December 19, 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: \$4224 - \$5338

Range B: \$4636 - \$5859

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 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 State Personnel Board'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 LIST INFORMATION

A Departmental eligible list will be established for the Department of Forestry and Fire Protection on a continuous basis. Successful candidates will have list eligibility for 12 months.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the time of appointment.

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

MINIMUM QUALIFICATIONS

“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.

POSITION DESCRIPTION

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. One of the requirements for permanent status in this class is successful completion of the required training.

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.

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

* 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.

*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.

*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.

- 1) 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.
- 2) 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.
- 3) 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.

Statement of Qualifications 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.

KNOWLEDGE, SKILLS AND ABILITIES

Scope:

A. Knowledge of:

1. Good resource management principles and practices.
2. Basic conservation techniques.
3. The various Department of Forestry program functions and their elements.
4. Stocking survey work.
5. Resource management grant evaluation techniques.
6. Basic fire control methods and equipment.
7. Map reading.
8. Cruising methods.
9. Silviculture.
10. Dendrology.
11. Elementary forest practices.
12. Fire prevention and suppression methods.
13. Land management.
14. Forest disease and pest evaluation policies and procedures.
15. Ground check procedures.
16. Burn and land management plan preparation.
17. Forestry inventory procedures.
18. Timber sales preparation.
19. Fire behavior.
20. Different species of trees and plants for correct identification to apply to forest management and to assist and educate the public.
21. California Forest Practice Act to promote sustainable forest and resource protection.
22. Forest measurement tools used for field measurements of trees and slope of the ground for accurate recording of data.
23. Basic computer software programs to electronically compile and analyze data to produce reports.
24. California Environmental Quality Act to identify the significant environmental impacts of forestry and other projects on the natural resources of California.
25. Mapping methods and practices to accurately interpret mapping data for use in Resource Management, forest practice, and fire suppression.
26. Silvicultural practices for controlling the establishment, growth, composition, and health of forests.
27. Office management tools and procedures to maintain accurate records for program requirements.
28. Environmental review processes for State and Federal laws for compliance with State and Federal environmental documentation laws.
29. Watershed management and erosion control methods to protect forest resources to comply with State laws and regulatory requirements and Department standards.
30. Fire behavior sufficient to employ appropriate suppression strategies and tactics to meet the Department's mission to provide safety and protection of the public and natural resources.
31. Various forest harvesting methods and practices to ensure that equipment and practices are utilized to protect all forest resources from misuse.
32. Reforestation practices and principles to ensure adequate regeneration of forestlands.
33. The process of a timber harvest plan to assist the Registered Professional Forester in preparing the plan for harvesting purposes.
34. Forest mensuration science to measure the contents of standing and felled timber to estimate growth and yields as it applies to forest management.
35. Pest management concepts, methods, and identification of forest and range pests to protect the natural resources.
36. Vegetation management to reduce fuel loading and manage fire potential.
37. Tree nursery production and seedling distribution to accomplish reforestation for the private sector and the natural resources of California.
38. California Urban Forestry Act and associated principles to promote sustainable urban forests.
39. Landowner assistance programs to assist individual landowners with land management planning.

B. Skill to:

1. Drive appropriate Department vehicles in all weather conditions and terrains.
2. Use all forestry tools and equipment accurately and efficiently according to Department policies and procedures.
3. Operate computer programs efficiently to perform daily job functions.

C. Ability to:

1. Receive and understand instructions and to carry out assignments.
2. Interpret laws, rules, and regulations and apply them effectively.
3. Collect and evaluate data and prepare technical reports.
4. Work effectively, independently, or in a group setting.
5. Utilize good judgment and take appropriate action in emergency situations.
6. Understand and employ good safety practices.
7. Learn to operate a variety of forestry fire suppression tools and equipment.
8. Accept increasing responsibility in the level of difficulty of tasks performed.
9. Learn how to operate State fire suppression vehicles and equipment.
10. Perform as an experienced member of a fire suppression crew.
11. Compile and maintain detailed reports.
12. Perform cost analyses.
13. Accept lead responsibility for assigned projects.
14. Prioritize the work of lesser-experienced employees.
15. Supervise a fire crew in a fire station.
16. During emergency operations, effectively and safely operate State fire suppression engines.
17. Work cooperatively with other governmental and private entities.
18. Comprehend and orally communicate in English to exchange ideas and accomplish daily tasks.
19. Follow oral and written directions to accomplish daily tasks.
20. Work independently, make decisions, and take appropriate action with little or no direction in emergency and non-emergency situations.
21. Read and write in English to effectively exchange information and accomplish daily tasks.
22. Work cooperatively with other entities and agencies.
23. Communicate effectively with employees and management to exchange information and accomplish daily activities.
24. Communicate with the public and staff to represent the mission of CAL FIRE.
25. Recognize hazardous situations to avoid personal injury.
26. Work in a team environment to accomplish problem solving and decision making.
27. Implement the applicable safety practices, policies, and procedures for workplace safety and protection.
28. Perform arduous and physically demanding work in all weather conditions and terrain to meet the demands of the Department's mission.
29. Read and interpret maps for navigation and project planning purposes.
30. Complete work commitments timely and efficiently.
31. Remain calm and perform effectively in high stress situations to perform job duties.
32. Prepare concise, accurate, and well written reports and correspondence.
33. Conduct complex technical assignments with minimal guidance while following all Department safety standards.
34. Work in emergency and non-emergency situations to accomplish the Department's mission.
35. Travel long distances in emergency and non-emergency circumstances to accomplish the responsibilities of the Department.
36. Read and interpret reference manuals, training materials, data, and correspondence to acquire knowledge essential to the performance of the job.
37. Gather and analyze facts and data to provide effective reports and communications.
38. Use firefighting and other hand and power tools for forestry work and wildland firefighting sufficient to maintain a safe working environment.
39. Assess technical and administrative data to develop reports, briefings, and other documents.
40. Identify job related problems that may impact work performance and present solutions to minimize interruptions to operations.
41. Maintain databases for record keeping and inventory purposes.
42. Lead others in daily assignments through example.
43. Identify and evaluate vegetation conditions to determine appropriate management practices to apply.

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.)

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.

ADDITIONAL DESIRABLE QUALIFICATION:

Possession of a valid California 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 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

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.