

**REVISED EXAMINATION ANNOUNCEMENT**

EXAM TITLE: SUPERVISING LAND SURVEYOR  
EXAM CODE: 7FS23  
EXAM BASE: DEPARTMENTAL PROMOTIONAL  
DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
FINAL FILING DATE: NOVEMBER 8, 2017\*  
EXAMINATION: NOVEMBER/DECEMBER

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

\*The final filing date has been extended to November 8, 2017. Applications must be postmarked no later than November 8, 2017.

**PLEASE DO NOT RESUBMIT AN APPLICATION IF YOU HAVE ALREADY APPLIED FOR THIS EXAMINATION.**



## SUPERVISING LAND SURVEYOR

Exam Code: 7FS23

Department(s):	Department of Forestry & Fire Protection
Opening Date:	10/12/2017
Closing Date:	11/8/2017
Type of Recruitment:	Departmental Promotional
Salary:	MONTHLY-RANGED-SALARY - \$10,916.00 - \$12,400.00
Employment Type:	Permanent Full-time Permanent Part-time
Exam Type:	SPOT: SACRAMENTO COUNTY

### EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

### DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State 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 November 8, 2017, 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. [Applicants applying under item 4 must provide a copy of their DD214 or other official discharge documents with their Examination/Employment Application (STD. 678)]

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 Filing Date: **November 8, 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.

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

### **MAIL:**

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

### **SUBMIT IN PERSON:**

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

Applications postmarked or personally delivered after the final filing date, **November 8 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 in on the application and/or contact the Department of Forestry and Fire Protection at (916) 445-7824.

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

## SALARY INFORMATION

\$10,916.00 - \$12,400.00

## 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 **November 8, 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.

## 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.

Possession of a valid California Land Surveyor's license. (A certificate of Registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers and Land Surveyors prior to January 1, 1982, satisfies this requirement.) (Applicants who do not possess the required license or certificate will be admitted into the examination, but must secure the license or certificate prior to appointment.)

**and**

"Either" I

Two years of experience performing duties equivalent to a Senior Land Surveyor in the California state service.

"Or" II

Broad and extensive (more than five years) land surveying experience, three years of which would include supervising a major program element of a large surveying operation equivalent in responsibility to the Senior Land Surveyor level in the California state service.

## POSITION DESCRIPTION

This is the managerial level of the series. Under administrative direction, within the largest surveying and property inventory programs, incumbents plan, organize and direct land, photogrammetry and right of way surveying projects, and provide expert advice to top management on the most critical and complex land photogrammetry, right of way surveying projects, and leasing and acquisition of real property. This level will function as the Chief Surveyor and Real Property Manager for the department.

## EXAMINATION INFORMATION

Training and Experience: The examination process will consist of an evaluation of experience weighted at 100%. All interested applicants must file an "Examination and/or Employment Application (STD.678) and a resume. Applicants will receive a Supplemental Questionnaire, following the final filing date, designed to elicit specific information regarding each candidate's knowledge, skills, and abilities, relative to the predetermined, job-related, rating criteria. All applicants who meet the minimum qualifications for the examination will be placed on an eligibility list in one (1) of three (3) ranks.

## KNOWLEDGE AND ABILITIES

### Scope:

#### A. Knowledge of:

1. Fundamental surveying, mathematics, and basic science as applied to surveying.
2. The California Coordinate System.
3. Code of safe surveying practices.
4. Principles and practices of boundary determination, land title research, and surveying.
5. Legal description of real property.
6. Methods and terminology used in researching for land titles and factors involved in determining ownership of property.
7. Real property acquisition and mapping laws pertaining to public and private ownership of real property.
8. Factors which influence the impact of departmental projects on property.
9. Right of way engineering projects.
10. Planning, design, construction and right of way procedures and policies as they relate to surveys.
11. The Land Surveyors' Act, Subdivision Map Act, and other statutes related to land surveying.

12. State, county, and local plans, standards, policies, and procedures for planning, design, right of way and construction as they relate to surveys.
13. Methods, procedures, equipment, and materials used in surveying including conventional and state-of-the-art for state facilities.
14. Computers and state-of-the-art surveying and related equipment.
15. Principles of effective communication and supervision.
16. A supervisor's role in safety, health, and labor relations and the processes available to meet these program objectives.
17. Department's Equal Opportunity Program.
18. A manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
19. All phases of surveying performed by the department, and principles and techniques of personnel management and supervision.
20. Purposes, organization, policies and procedures of the department including system planning and surveying economics.
21. Factors which influence the impact of the department's facilities on the environment, the community, and the economy.
22. Mathematics, procedures, processes, and methods of accomplishing plane, geodetic and photogrammetric surveying and mapping, computers and precision surveying instruments (conventional and state-of-the-art).
23. Principles, methods, and techniques used in the acquisition or disposition of real property and in negotiating commercial leases.
24. Legal procedures and documents involved in real property transactions including acquisitions, eminent domain, leasing, and state of real property.
25. State Administrative Manual and government codes.
26. Contracting process.

**B. Skill to:**

1. Safely drive Department vehicles in a variety of weather conditions and topography.
2. Use tools and specialized equipment to perform the job effectively and safely.
3. Navigate in difficult terrain, either in a vehicle or on foot.

**C. Ability to:**

1. Choose the correct mathematical formulas as it relates to surveying.
2. Administer and coordinate the Department's surveying program
3. Plan the work of staff engaged in resolution of legal property descriptions.
4. Review the work of others for compliance with legal requirements, policies, and specifications.
5. Prepare clear and comprehensive technical correspondence.
6. Judge the quality of work and performance of staff.
7. Plan the work of licensed surveyors, engineers, and administrative staff.
8. Direct the work of licensed surveyors, engineers, and administrative staff.
9. Follow oral and written directions.
10. Supervise the preparation of appraisal maps, deeds, and interpretation of legal property descriptions.
11. Coordinate the preparation of appraisal maps, deeds, and interpretation of legal property descriptions.
12. Direct the work of staff engaged in resolution of legal property descriptions.
13. Work independently, make decisions, and take appropriate action with little or no direction in emergency and non-emergency situations.
14. Effectively use Microsoft applications to produce reports and documents of a technical nature.
15. Work effectively in chain of command organization.
16. Complete work commitments timely and efficiently.
17. Tactfully and diplomatically arbitrate conflicts between opposing viewpoints.
18. Comprehend and verbally communicate in English to exchange ideas and accomplish daily tasks.
19. Effectively lead a team of professionals toward the Department's goals and mission.
20. Analyze situations accurately and adopt an effective course of action.
21. Verbally communicate in a variety of forums.
22. Organize and conduct meetings with various organizations.
23. Work in a team environment for problem solving and decision making.
24. Communicate effectively with employees and management to exchange information and accomplish daily activities.

25. Determine and establish priorities for the completion of assignments.
26. Interpret and explain codes, rules, and CAL FIRE policies and procedures.
27. Prepare concise, accurate, and well written reports.
28. Direct the work of contractors and other departments.
29. Understand assumptions and constraints in a work product or assignment.
30. Represent the Department with a pleasant, proper, and cooperative demeanor.
31. Communicate with all levels of staff and management within the Department.
32. Communicate with the public and other government agencies in a professional manner.
33. Respond to emergencies and difficult circumstances to safeguard and instill confidence and security in subordinates.
34. Read and write in English to effectively exchange information and accomplish daily tasks.
35. Apply laws, policies, rules, and regulations relating to the appraisal, acquisition, and leasing of real property for public use purposes.
36. Plan the work of contractors and other departments.
37. Learn and utilize new products and technology for the effective performance of one's duties.
38. Evaluate computer hardware and software utilized in land surveying, real property inventory, scheduling, and management.

## 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)

## SPECIAL PERSONAL CHARACTERISTICS

Willingness to be flexible in work assignments and adapt to new situations and demands; willingness to work with a broad range of responsibilities; willingness to work at a computer for long periods of time; willingness to accept increasing responsibility; willingness to work non-scheduled hours including weekends and holidays.

## SPECIAL REQUIREMENTS

**NOTE: The Special Requirements apply only to positions designated as peace officers**

## FELONY DISQUALIFICATION

Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179 (b), or Division 2.5, Chapter 1, Article 4, Section 1722 (b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

## **BACKGROUND INVESTIGATION**

Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Forestry and Fire Protection background investigation may be required to undergo an additional background investigation.

## **CITIZENSHIP REQUIREMENTS**

Pursuant to Government Code Section 1031 (a), in order to be a peace officer, a person must be either a U.S. citizen or be a permanent resident alien who is eligible for and has applied for U.S. citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

## **AGE REQUIREMENT**

Existing law provides that a peace officer must be at least 18 years of age at the time of appointment.

## **EDUCATION REQUIREMENT**

Existing law provides that a peace officer must be a high school graduate, pass the General Education Development (GED) Test indicating high school graduation level, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university.

## **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/9723.aspx>

## **GENERAL INFORMATION**