



FORESTRY ASSISTANT I

Exam Code: 8FS0202

Department(s):	Department of Forestry & Fire Protection
Opening Date:	August 20, 2018
Closing Date:	September 18, 2018
Type of Recruitment:	Open- Non-Promotional
Salary:	Range A: \$3,752 - \$4,741 Range B: \$4,107 - \$5,191
Employment Type:	Limited Term Full-Time Permanent Full-Time
Exam Type:	Statewide

EEO/DRUG FREE STATEMENT

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.

WHO SHOULD APPLY?

Applicants who meet the minimum qualifications.

FILING INSTRUCTIONS

Final Filing Date: **September 18, 2018**

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: Ashley Sanza)
P.O Box 944246
Sacramento, CA 94244-2460

SUBMIT IN PERSON:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Ashley Sanza)
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, **September 18, 2018** 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.

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 the written examination 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

EITHER I

EXPERIENCE: Two years of experience in California state service performing the duties of a Forestry Technician. (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

EXPERIENCE: Three years of experience in practical resource management or conservation work. (Qualifying experience includes: reforestation, timber harvest operation, urban forestry, or other related forestry work; environmental protection work; fire control experience in the California Department of Forestry, of which a minimum of one year must have been performing duties at a level of responsibility equivalent to the class of Fire Fighter II.)

OR III

EDUCATION: Equivalent to graduation from technical school in forestry or an AA or AS degree in forestry, natural resources, conservation, or a closely related subject. (Applicants who are within six months of graduation will be admitted to the examination but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

POSITION DESCRIPTION

This is the normal entry training level to the series. Under close supervision, incumbents learn to perform routine technical resource management assignments of average difficulty. Incumbents will perform basic fire control assignments during fire season and occasionally at other times. Incumbents entering State service at this level will receive in a timely manner during the probationary period, and prior to working in emergency assignments training in the Department's "Basic Fire Fighter" training as is required for Fire Fighter II. One of the requirements for permanent status in this class is successful completion of the training course. Incumbents may receive additional training, as required, to perform their assigned functions, in such areas as introduction to surveying, map reading, cruising, dendrology, and basic program areas.

EXAMINATION INFORMATION

The examination process will consist of a Statement of Qualifications evaluation which will be rated on will be done in October/November 2018.

The examination will consist of a Statement of Qualifications evaluation weighted 100%. A minimum rating of 70% must be attained to obtain list eligibility. All candidates will receive written notification of their examination results.

INTERESTED APPLICANTS ARE REQUIRED TO SUBMIT:

*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.

*A Statement of Qualifications that responds to the following items of how your background meets the knowledge, skills, and abilities cited in this examination bulletin.

STATEMENT OF QUALIFICATIONS

The Statement of Qualifications **MUST** respond to the following three (3) questions:

1. While working on a team, you witness a team member working in an unsafe manner. What steps would you take to address the situation?
2. How does management and protection of California's natural resources support CAL FIRE'S mission?
3. Describe at least one type of vegetative fuels treatment, its purpose and the steps to complete it.

When preparing your Statement of Qualifications; 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 three (3) typewritten pages.

*Answer each numbered item separately and indicate the corresponding item number for each response.

*You may include multiple responses on a single page.

****Applicants who do not submit a Statement of Qualifications WITH their application WILL BE eliminated from the examination process. ****

ADDITIONAL DESIRABLE QUALIFICATIONS

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

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

1. General resource management principles, practices, and conservation techniques to meet the Department's mission.
2. Various Department of Forestry and Fire Protection program functions and their elements (e.g., State Forest Program, Nursery Program, Urban Forestry, Fire Control) to perform the duties as required to fulfill the Department's mission.
3. Communication devices (e.g., cell phones, two-way radios, laptops/tablets, desktop computers) to effectively communicate with staff, stakeholders, agencies, and the public.

4. Mathematics (e.g., arithmetic, algebra, geometry, statistics) and their applications in Forestry to accurately complete assigned daily duties.
5. Basic fire science, prevention, firefighting methods and tactics to support the protection of life, property, and the environment.
6. Map reading, cruising methods, stocking survey, silviculture, and dendrology to complete forestry tasks.
7. Word processing, spreadsheet software, electronic mail, and calendaring software (e.g., Microsoft Office Suite) to prepare correspondence and reports.
8. Maintenance, application, and replacement of Personal Protective Equipment to ensure personal/personnel safety.
9. Department policies, procedures, and strategies to understand and accomplish the mission of the Department.
10. Disease and pests associated with wildlands and urban landscapes to assist the Registered Professional Forester to prevent further spread of pests and destruction of natural resources.
11. Tree nursery production (e.g., seeds, collection, processing) and seedling distribution to support reforestation of forested landscapes.
12. Forest engineering (e.g., road layout, watercourse crossings, harvesting methods) necessary to assist the Registered Professional Forester in developing a planned project.
13. Landowner assistance programs to assist individual landowners with land management planning.
14. Incident Command System to participate during incidents to perform required job duties, roles, and responsibilities.
15. Other agencies' roles, objectives, and jurisdictional authorities to collaborate and achieve goals to ensure compliance with applicable State forest laws.
16. National Incident Management System for emergency preparedness among Federal, State, and local agencies for public safety.
17. Archaeological requirements for the preservation and protection of the State's cultural resources as it relates to planned projects.
18. Chemical substances (e.g., pesticides) and hazards to ensure safe and effective storage, use, and disposal.

SKILL TO:

1. Utilize computer and mobile equipment technologies (e.g., laptop, tablet, cell phone, desktop) and related software to effectively communicate with staff, stakeholders, agencies, and public or private entities.
2. Operate appropriate Department vehicles (e.g., pick-up, stake-side, fire engine) in all weather conditions and terrain in accordance with applicable laws, regulations, and Department policies and procedures to ensure safe and effective operations.
3. Observe the environment and exercise situational awareness (e.g., marijuana plantations, animals, hazardous trees, dangerous surroundings) to ensure personal/personnel safety.
4. Operate computer programs efficiently (e.g., Microsoft Suite, mapping) to perform daily job functions.
5. Safely operate and maintain forestry tools and equipment (e.g., compass, clinometer, hand tools, Global Positioning System) accurately and efficiently to perform job duties effectively.
6. Operate and maintain fire suppression tools and equipment (e.g., McLeod, Pulaski, fire shelter) to ensure safe and effective operations.
7. Speak to various audiences (e.g., public, personnel, land owners) to ensure information is accurately conveyed.

ABILITY TO:

1. Understand instructions to carry out assignments as directed by supervisor.
2. Interpret laws, rules, regulations, and policy (e.g., Public Resources Code, California Code of Regulations, Pesticide Regulations, California Occupational Safety and Health Administration) to apply them effectively.

3. Collect, evaluate, and maintain data (e.g., inventory data, maps, forms) to perform job duties.
4. Prepare and/or maintain technical reports and records (e.g., herbicide application, inspection reports) to meet program needs.
5. Work independently or in a group setting to effectively perform collaborative tasks.
6. Communicate (e.g., oral, writing, electronically) with co-workers, supervisors, other agencies, and the public to effectively share information.
7. Appropriately address frustrated, angry, or otherwise emotional individuals (e.g. public, personnel) to deescalate the situation.
8. Utilize good judgment and take appropriate action in emergency situations to ensure personal/personnel and public safety.
9. Safely operate and maintain a variety of forestry tools and equipment (e.g., forklift, tractor, chain saw, hand tools, compass, Global Positioning System) to ensure operational readiness.
10. Safely operate and maintain a variety of fire suppression tools and equipment (e.g., chain saw, hand tools, fire hose, medical equipment, Global Positioning System) to ensure operational readiness.
11. Adapt to changing work demands, priorities, and environments to meet program needs.
12. Organize, prioritize, and complete work assignments in a timely and efficient manner to meet program objectives.
13. Perform work with attention to detail in an accurate and thorough manner to meet program objectives.
14. Understand and employ good safety practices (e.g., tailgate session, training, work practices) and exercise situational awareness (e.g., marijuana plantations, animals, hazardous trees, dangerous surroundings) to ensure personal/personnel safety.
15. Lead a crew(s) during resource management activities (e.g., suppression repair, nursery operations, fuels projects) to meet program objectives.
16. Accept increasing responsibility in the level of difficulty of tasks performed to improve performance and enhance career development opportunities.
17. Read and interpret maps (e.g., topographical, road maps, watershed maps) for navigation and project planning purposes.
18. Perform arduous and physically demanding work in all weather conditions and terrain to meet the demands of the Department's mission.
19. Remain calm and perform effectively in high stress situations to perform job duties.
20. Travel long distances for extended periods in emergency and non-emergency circumstances to accomplish the responsibilities of the Department.
21. Identify job related problems (e.g., unsafe work conditions, technical, environmental) that may impact work performance and present solutions to minimize interruptions to operations.
22. Lead others in daily assignments through example to successfully accomplish work assignments.

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.

SPECIAL PHYSICAL REQUIREMENTS

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

CONTACT INFORMATION

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

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 <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.