



## FORESTER III

Exam Code: 8FS0403

<b>Department(s):</b>	<b>Department of Forestry &amp; Fire Protection</b>
<b>Opening Date:</b>	<b>August 28, 2018</b>
<b>Closing Date:</b>	<b>September 26, 2018</b>
<b>Type of Recruitment:</b>	<b>Departmental Promotional</b>
<b>Salary:</b>	<b>\$6,804.00 - \$8,605.00</b>
<b>Employment Type:</b>	<b>Limited Term Full-Time Permanent Full-Time</b>
<b>Exam Type:</b>	<b>Statewide</b>

### 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 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 September 26, 2018, 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.

## FILING INSTRUCTIONS

Final Filing Date: **September 26, 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 26, 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

**License Requirement:** Possession of a valid license as a Registered Professional Forester issued by the California State Board of Forestry and Fire Protection. **AND**

**Experience:** One year of experience in the California state service performing forest, range, or watershed management duties in a class comparable in level to a Forester II (Supervisory).

## POSITION DESCRIPTION

Foresters III perform the most difficult, sensitive, and complex forest, range, watershed management, protection, and planning duties such as responding to inquiries from legislators, advocate/civic groups, and citizens; administering a region or statewide resource management program; and supervising the review and processing of timber harvesting plans. Foresters III may have in-charge responsibility for the largest State Forest and in units with large resource management programs. Foresters III are responsible for planning, organizing, and directing the forest, range, and watershed management activities in an administrative area. Foresters III may supervise a staff of Foresters.

## EXAMINATION INFORMATION

**The examination process will consist of a Statement of Qualifications evaluation which will be rated 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 ten (10) questions:**

1. You are a Forester I in a CAL FIRE Administrative Unit and your supervisor has tasked you with addressing a phone complaint from a local environmental advocacy organization. How would you respond to this complaint?
2. Pick three (3) CAL FIRE Resource Management programs and briefly describe how the California Environmental Quality Act (CEQA) applies to each.
3. Name one native and one invasive pest or disease currently causing impacts to the forested landscapes of California. Briefly describe the impacts of each and your recommendations for addressing these pests or diseases. Your answer may include urban forests.
4. As a CAL FIRE Forester, you would often be working alone for extended periods of time. What steps could you take to ensure your safety?
5. You have an employee who regularly wastes time playing games during work hours on their personal cell phone. What steps would you take to address this concern?
6. Employee comes to you with a request for a change in their work schedule. This potentially impacts your programs objectives. What are your considerations when responding to this request?
7. As of December 2016, approximately 102 million trees have been killed statewide from the combined effects of drought and epidemic bark beetle populations. Provide four (4) ways that CAL FIRE has been working to address this unprecedented event?
8. One of the programs under your supervision has recently received a large influx of funding to expand the technical assistance and granting work that it does. How could the program efficiently and responsibly utilize the new funding?

9. Name four (4) CAL FIRE Management Services programs and give a brief explanation of how they provide support to Resource Management.
10. Your staff has informed you that another state agency has not met their mutually agreeable deadlines for preharvest inspections. How would you address this?

**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 four (4) 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 driver license of the appropriate class issued by the Department of Motor Vehicles.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

1. Local, State and Federal environmental forest and fire laws and Departmental policies and procedures to ensure consistent compliance and enforcement for public safety and environmental protection.
2. Forestry, range, wildlife, and fisheries management principles and practices to assess potential impacts and manage ecosystems effectively.
3. Timber harvest methods and practices to ensure equipment and practices are utilized to protect all forest resources.
4. Environmental impacts from land management and incident related activities and mitigation measures necessary to protect natural resources and health and safety of personnel and the public.
5. Basic grammar for accurate report writing.
6. Departmental policies, procedures, and strategies to understand and accomplish the mission of the Department.
7. Natural sciences to ensure environmental analysis and project implementation.
8. Mapping methods and practices to delineate and interpret mapping data.
9. Departmental supervision policies and procedures to ensure employees perform at a level to maximize program effectiveness.
10. Understanding of the California Foresters Licensing Law to ensure Registered Professional Foresters are functioning in a manner that meets the standards of professional forestry practices.
11. Watershed management and erosion control methods sufficient to protect natural resources at a level that meets State laws and regulatory requirements and best management practice standards.
12. Computer software programs to electronically compile data, communicate with others, and perform research.
13. Wildland measurements used for field measurements of natural resource parameters for accurate data collection.
14. Health and Safety laws and Departmental policies to maintain a safe working environment.
15. Signs and symptoms of substance abuse to recognize abuse and take appropriate corrective action that ensures a safe and drug-free work environment.
16. Forest and range inventory methods to collect and analyze information.
17. Identification and protection processes for cultural resources to ensure appropriate protection.
18. Forest road engineering for the development and review of transportation and harvesting systems to ensure consistent compliance with public safety standards and environmental regulations.

19. Supervisory roles and responsibilities under the Ralph C. Dills Act to ensure employee rights to union participation and representation are protected.
20. Budget, accounting, and purchasing practices in order to track expenditures and maintain budget controls to meet operational needs and program accountability.
21. Mathematics and statistics to complete various Departmental projects.
22. Department attendance and leave standards to accurately maintain employee records and ensure compliance with policies and regulations.
23. Laws and Departmental policies regarding mandatory training for employees.
24. Maintenance, application, and replacement of personal protective equipment to ensure personal safety.
25. Employment interviewing procedures used to select and/or hire candidates.
26. Photogrammetry and remote sensing imagery to gather information on various resources for analysis and resource planning.
27. Incident management organization, standards, and management practices for emergency preparedness among Federal, State, and local agencies for public safety.
28. First aid and outdoor skills to maintain a safe working environment and to provide for public and employee safety.
29. Principles of organizational management and program administration to provide efficient and effective program delivery.
30. Understanding of the California Foresters Licensing Law to ensure non-licensed foresters are functioning in a manner that meets the standards of professional forestry practices.
31. Employee Support Services programs for employees having personal or work-related problems to inform employees of services available to assist them.
32. Specialized computer software for analyzing and managing various types of geographically referenced data.
33. State and Federal laws and Departmental policies to provide resources to employees and ensure compliance.
34. Forest mensuration to collect and analyze information.
35. Reforestation practices and principles to ensure adequate regeneration of forestlands.
36. Vegetation management to reduce fuel loading and manage fire potential.
37. Basic techniques and methods of team building and leadership for successful job performance.
38. Prescribed fire and other fuel reduction methods to effectively manage vegetation.
39. Criminal, civil, and administrative law to ensure public safety and environmental protection consistent with Departmental policies and procedures.
40. Care, maintenance, use, administration, and replacement of mobile equipment to ensure safe and reliable equipment operation.
41. California Vehicle Code and Departmental policies pertaining to the operation of emergency vehicles to ensure safe, legal and efficient use.
42. Job-related bargaining unit agreements of employees for successful job performance.
43. Forest and range appraisal to collect and analyze information.
44. Land surveying to locate property features.
45. Forest economics and forest product valuation to evaluate financial feasibility of forest activities.
46. Two ray radio operation for effective communication and exchange of information.
47. Integrated pest management concepts, methods, and identification of forest and range pests to protect resources.
48. Board of Forestry and Fire Protection's policies and the Administrative Procedures Act to guide the development of new policies and regulations and effectively accomplish the Department's mission.
49. Forestry assistance programs administered by the Department to provide resources to employees and ensure compliance.

**Skill to:**

1. Prepare clear and concise reports to communicate effectively.
2. Read and interpret maps, street signs, reference manuals, training materials, policies, procedures, reports, and correspondence for successful job performance.
3. Identify environmental impacts and develop or evaluate mitigation to protect natural resources.
4. Plan, organize, and prioritize tasks to ensure efficient completion of assignments.
5. Operate computers and software programs effectively to provide accurate reports and information exchange with Department employees and other public/private entities.
6. Inspect, investigate, and document projects or incidents to determine compliance with State, Federal, local laws and regulations, and Departmental policies and procedures.

7. Apply resource management principles and practices to ensure efficient and effective completion of assignments.
8. Manage and respond to sensitive and/or high profile issues to achieve Departmental goals and objectives.
9. Develop and deliver effective oral and written presentations for the purpose of information exchange and education of employees, management and others.
10. Use appropriate personal protective equipment to ensure personal safety.
11. Communicate performance standards and expectations to personnel for successful job performance.
12. Document and complete employee performance evaluations for successful job performance.
13. Tactfully and diplomatically arbitrate conflicts between opposing viewpoints to accomplish program goals.
14. Identify and evaluate vegetation conditions to adequately protect natural resources.
15. Gather, compile, and apply information and data from various sources for the purpose of research, decision making, and developing action plans, for inclusion in written and oral reports, communication, and completion of assignments
16. Keep staff motivated to accomplish program goals.
17. Operate a variety of Department vehicles in a variety of weather and road conditions to ensure compliance with Departmental policies and procedures.
18. Operate, demonstrate, and direct the use of hand tools, power tools, and firefighting tools to conduct surveys, inventories, measurements, observations, and other field work in a safe and effective manner.

**Ability to:**

1. Read, write, and speak English to effectively exchange information and accomplish daily tasks.
2. Work effectively with others at a level for successful job performance.
3. Manage multiple responsibilities and establish priorities for the completion of assignments.
4. Work effectively in a team to complete tasks, event/incident planning, problem solving, and decision making.
5. Prepare accurate and concise reports and correspondence for an effective job performance.
6. Function in stressful situations or emergencies to accomplish the responsibilities of the Department.
7. Work long and arduous hours to accomplish the responsibilities of the Department.
8. Work independently, make decisions, and take appropriate action with little or no direction in emergency and non-emergency situations.
9. Listen effectively for successful job performance.
10. Supervise the work of others in order to plan, organize, direct, control, and evaluate employees' performance to ensure efficient, safe, and effective completion of assignments.
11. Identify and evaluate vegetation conditions in order to determine which appropriate management practices to apply.
12. Identify the need to consult with experts outside your area of expertise to accomplish the responsibilities of the Department.
13. See adequately to perform the required duties of the job.
14. Demonstrate leadership by evaluating, reviewing, analyzing, and applying information and technical data to make sound decisions and solutions.
15. Perform arduous and physically demanding work in all weather conditions and terrain to meet the demands of the Department's mission.
16. Pass the Department's Respiratory Protection Program physical examination to accomplish the Department's mission.
17. Tactfully and diplomatically arbitrate conflicts between opposing viewpoints to provide a productive and safe work environment.
18. Hear adequately within speech frequencies to accomplish daily tasks.
19. Adjust to a changing work environment to accomplish daily tasks.
20. Read and interpret reference manuals, training materials, policies, procedures, laws and regulations, reports, maps, data and correspondence to acquire knowledge and effectively perform required job duties.

21. Interpret and explain codes, rules, and Department of Forestry and Fire Protection policies and procedures.
22. Reprioritize urgent assignments with short notice when new assignments are given.
23. Maintain a valid driver's license to enable the legal operation of Department-owned equipment.
24. Explain complicated information in simple understandable language for successful job performance.
25. Maintain records for successful job performance.
26. Gather, compile, and apply information and data from various sources for the purpose of research, decision making, and developing action plans, for inclusion in written and oral reports, communication, and completion of assignments.
27. Testify as a witness or expert witness utilizing subject matter expertise to accomplish the goals of the Department.
28. Work effectively in an individual environment under all conditions.
29. Effectively promote equal employment opportunity and maintain a work environment which is free of discrimination and harassment.
30. Operate a variety of electronic equipment for successful job performance.
31. Operate vehicles in adverse operating conditions to accomplish daily activities.

## SPECIAL PERSONAL CHARACTERISTICS

Willingness to work long and irregular hours under stressful conditions, in remote parts of the State, and during the fire season, to remain available for duty assignments 24 hours a day as required; ability to meet physical and medical standards established by the Department of Forestry and Fire Protection; color vision and visual acuity sufficient to perform the duties of the position; ability to perform and exercise good judgment under emergency or other stressful situations; and ability to operate specialized equipment (e.g., personal computers, audio visual, fire apparatus, vehicles, and camera).

## 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/1054.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](http://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.