



REVISED EXAMINATION ANNOUNCEMENT

EXAM TITLE: SENIOR LAND SURVEYOR
EXAM CODE: 8FS10 (REVISED)
FINAL FILING DATE: MAY 31, 2018 (REVISED)

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

*The exam code has changed to **8FS10** from **8FS09**. All applications received with the original exam code will be accepted and there is no need to resubmit an application.

The final filing date has been extended to **May 31, 2018.

Please refer to the "Examination Information" section of the bulletin for more examination details.



SENIOR LAND SURVEYOR

Exam Code: 8FS10

Department(s):	Department of Forestry & Fire Protection
Opening Date:	May 2, 2018
Closing Date:	May 31, 2018
Type of Recruitment:	Open - Nonpromotional
Salary:	\$8,986.00 - \$11,247.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	Statewide

EEO

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

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the minimum qualifications. Applications will NOT be accepted on a promotional basis.

FILING INSTRUCTIONS

Final Filing Date: **May 31, 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. **Note:** Applications **will not** be accepted via e-mail.

SUBMIT BY 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, **May 31, 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.

SALARY INFORMATION

\$8,986.00 - \$11,247.00

ELIGIBLE INFORMATION

A Departmental eligible list will be established for use by all state agencies. 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 final filing date.

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

One year of experience performing the duties equivalent to a Chief of Land Surveys (abolished) in the California state service.

Or II

Two years of experience performing the duties equivalent to a Land Surveyor Supervisor (abolished) in the California state service.

Or III

Three years of supervising varied and difficult field and/or office surveying work, one year of which is equivalent in responsibility to the Chief of Land Surveys (abolished) level in the California state service.

POSITION DESCRIPTION

This series is available for use throughout State service. Incumbents determine and establish boundaries of State-owned lands; establish high-order vertical and horizontal control; provide photogrammetric mapping and underwater topography; prepare and read maps; plan and direct the work of a staff in field surveys or office assignments; make technical studies and investigations pertaining to land or engineering surveying, property titles, descriptions, and deeds; write memoranda and prepare reports; and do other related work.

EXAMINATION INFORMATION

Training and Experience: The examination process will consist of an evaluation, conducted by a screening committee which is weighted at 100%. All interested candidates must file an "Examination and/or Employment Application" (STD.678); a resume and a Statement of Qualifications answering specific questions listed below. The screening committee will compare each candidate's qualifications against specific job-related evaluation criteria developed from the knowledge, skills, and abilities contained in this bulletin. 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:

- A. **Examination/Employment Application (STD. 678)** available at the California Department of Human Resources' website at [State Application](#).
- B. **Resume.**

AND

- C. **Statement of Qualifications** (a narrative discussion) that responds to the following six (6) questions demonstrating how your background meets the knowledge, skills, and abilities cited in this examination bulletin. It is imperative that you refer to the scope of this position when responding to these items:
1. Please explain your knowledge of the responsibilities of supervising field surveys and associated survey office work.
 2. Please provide examples that demonstrate your ability to recruit and retain, develop, plan, organize and direct the work of professional survey staff.
 3. Please provide examples that demonstrate your knowledge of the State Real Estate acquisition process.
 4. Describe your experience with the legal responsibilities and duties of land surveying.
 5. Please provide examples that demonstrate your ability to professionally represent the Department when working with other companies, state agencies, local government, federal government and professional organizations.
 6. Outline the responsibilities of a supervisor when a complaint of discrimination or harassment in the workplace is received.

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:

Knowledge of:

1. Surveying elements to accurately establish boundaries.
2. Methods, procedures, precision surveying instruments, and materials used in land surveying to take precise survey measurements.
3. The surveying methods for various survey types.
4. Laws, regulations, and internal policies pertaining to workplace safety and employee protection to promote a safe, healthy, and productive work environment.
5. The Department's mission, vision, and values.
6. The principles and techniques of personnel management and supervision to effectively manage personnel.
7. The California Coordinate System as it relates to survey and mapping projects to tie survey data to the land net.
8. Principles and practices of writing legal descriptions and how they relate to real property and surveying systems to identify specific locations of property or land parcels.
9. The Public Lands Survey System as a method used to survey and identify land parcels.
10. The principles and practices of safe surveying to maintain a safe work environment.
11. Principles and practices of boundary determination to identify the point of origin for jurisdictional boundaries and the boundary between public and private ownership.
12. Principles and practices of title research as a survey tool to determine a legal property boundary.
13. The various jurisdictional requirements for a Record of Survey to ensure proper reporting in accordance with the Professional Land Surveyors Act.
14. Computer applications to use for mapping, construction, and drafting.
15. The Department's zero tolerance policies on discriminatory conduct, assaults, threats, and harassment to promote a safe, healthy, and productive work environment.
16. The Professional Land Surveyors' Act and the responsibilities defined within to meet professional standards and comply with State laws and regulations on land surveying.
17. Of Board of Professional Engineers, Land Surveyors, and Geologists rules and regulations relating to the practices of professional land surveying to implement the Professional Land Surveyors' Act.
18. Process of due diligence as it relates to real property, title, and property rights.

19. System planning and surveying economics to produce surveying products in a timely, efficient, and cost-effective manner.
20. Technical terminology used in land surveying for effective written and verbal communication.
21. Planning, design, and construction procedures to provide surveys for Capital Outlay Projects or special repairs.
22. Attendance and leave standards and procedures to accurately maintain employee records.
23. Geologic formations and shifting tectonic plates affecting surveying accuracy to interpret data.
24. Requisitions for leasing, purchasing, and otherwise acquiring necessary equipment and supplies for operations.
25. Department organizational structure and hierarchy to effectively communicate within the Department.
26. Remote sensing data to generate maps.
27. Principles and practices of the California Department of Transportation (CalTrans) right-of-way's to accurately define property boundaries and access.
28. Real property acquisition and disposition to facilitate the transfer of real property.
29. Legal procedures and documents needed to complete real property transactions.

Skill to:

1. Safely operate Department vehicles through adverse conditions to fulfill the Department's mission.
2. Orally and graphically communicate project requirements to staff to produce survey products.
3. Speak to others in English to effectively convey information to staff and crew so they can collect the appropriate data.
4. Read and comprehend the English language to interpret information.
5. Produce written correspondence in English to convey information.
6. Use proper body mechanics under the Injury and Illness Prevention Program to prevent personal injury.
7. Utilize office equipment and systems to perform administrative activities.
8. Observe the environment to recognize deficiencies and maintain situational awareness.
9. Link critically to analyze, review, and assess technical and administrative data to develop reports, briefings, and other documents.
10. Manage one's own time and the time of others to make efficient use of limited resources.
11. Motivate, develop, and direct people as they work to maintain the effectiveness of a team.
12. Draft using a variety of drafting equipment, survey equipment, and computer software to produce survey products.
13. Adapt and stay current with emergent technology and changing standards.
14. Tactfully and diplomatically arbitrate conflicts between individuals with different viewpoints to facilitate a resolution.
15. Multitask to manage emergency and non-emergency situations.
16. Utilize computer software to create graphic visual reports and conduct oral presentations.
17. Use specialized tools and survey instruments to conduct survey operations.
18. Navigate in difficult terrain, either in a vehicle or on foot to achieve access.
19. Use communication equipment to exchange information and data in emergency and non-emergency situations.

Ability to:

1. Read and write in English to effectively exchange information and accomplish daily tasks.
2. Follow oral and written directions to effectively accomplish tasks and responsibilities.
3. Work independently and make decisions to take appropriate action with little or no direction in emergency and non-emergency situations.
4. Work effectively in chain of command organization to most efficiently achieve the Department's mission.
5. Comprehend and verbally communicate in English to exchange ideas and accomplish daily tasks.
6. Work in a team environment for problem solving and decision making.
7. Administer and coordinate the Department's surveying program to facilitate the development of surveying products.
8. Review the work of others to ensure compliance with legal requirements, policies, and specifications.
9. Plan and direct the work of licensed surveyors, engineers, and administrative staff to meet the Department's mission.
10. Supervise staff to ensure the accurate preparation of maps, deeds, and the interpretation of legal property descriptions.
11. Effectively lead a team of professionals to meet the Department's mission, vision, and values.
12. Effectively contribute to the Department's Equal Employment Opportunity objectives to create and maintain a work environment free of discrimination and harassment.
13. Research and compile evidence and documentation for boundary determination.
14. Choose the correct mathematical formulas to perform complex field and office surveying work and make and interpret difficult survey calculations.
15. Prepare clear and comprehensive technical correspondence, reports, and documents to communicate effectively with staff, management, and stakeholders.
16. Complete work commitments timely to efficiently utilize State resources.

17. Communicate with all levels of staff and management within the Department to maintain a cooperative team work environment.
18. Communicate with the public and other government agencies in a professional manner to properly represent the Department and facilitate complex surveying projects.
19. Respond to incidents and difficult circumstances to provide accurate data, information, and exhibits in support of investigations.
20. Analyze situations accurately to adopt an effective course of action.
21. Determine and establish priorities for the completion of assignments.
22. Represent the Department with a pleasant, proper, and cooperative demeanor to meet the Department's mission, vision, and values.
23. Interpret real property title documents and write legal descriptions for facilitating land transactions.
24. Judge the quality of work and performance of staff to ensure their delivery of accurate and complete survey products and deliverables.
25. Plan and direct the work of staff engaged in the analysis of legal property descriptions to reach boundary resolution.
26. Interpret and explain codes, rules, and Department policies and procedures to ensure compliance.
27. Concentrate for a period of time without being distracted to focus on achieving the Unit's tasks and responsibilities.
28. Organize and conduct meetings with various organizations to meet the Department's mission, vision, and values.
29. Understand assumptions and constraints in a work product or assignment to properly evaluate the acquired data.
30. Learn and utilize new products and technology for the effective performance of one's duties.
31. Evaluate computer hardware and software utilized in land surveying, real property inventory, scheduling, and management to accomplish the Unit's tasks and responsibilities.
32. Apply and utilize the principles of the California Coordinate System to interpret surveying data.

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 comply with the Department's Code of Conduct.
- Willingness to abide by the Department's policies and procedures.
- Willingness to lead others.
- Willingness to follow chain of command.
- Willingness to wear job-required uniform, protective clothing, and other safety equipment, in accordance with State and Federal laws and regulations.
- Willingness to respond to incidents at any time to meet the needs of the Department.
- Willingness to work long and irregular hours including weekends, holidays, overnight, and multiple night stays in locations away from home.
- Willingness to work independently.
- Willingness to work in a group to meet a common goal or objective.
- Willingness to work in inclement conditions.
- Willingness to be objective when making decisions and support those decisions with facts and a reasoned analysis.
- Willingness to ask for help when needed.
- Willingness to accept multiple projects at a time.
- Willingness to multitask.

- Willingness to travel long distances during emergency and non-emergency assignments.
- Willingness to work off the grid or at reduced capability when necessary to ensure effective operation.
- Willingness to respect sensitive situations and maintain confidentiality.
- Willingness to maintain proper California driver's license and a clean driving record.
- 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 accept increasing responsibility.
- Willingness to maintain current knowledge of manuals, guides, and documents pertaining to job duties.
- Willingness to maintain current knowledge of tools and processes used to perform job duties.
- Willingness to compromise.
- Willingness to maintain personal appearance in accordance with the Department Grooming Standards.
- Willingness to return to duty when requested or ordered.
- Willingness to participate in training sessions to increase technical, administrative, and manipulative skills.
- Willingness to work at a computer for long periods of time.
- Willingness to work non-scheduled hours including weekends and holidays.
- Willingness to mentor others to encourage staff growth and success.
- Willingness to pay for expenditures up front until reimbursed.
- Willingness to respond to work communication while off duty.

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/3049.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.