



**FORESTER III**  
**Exam Code: 5FS09**

<b>Department(s):</b>	<b>Department of Forestry &amp; Fire Protection</b>
<b>Opening Date:</b>	<b>10/19/2015</b>
<b>Closing Date:</b>	<b>10/30/2015</b>
<b>Type of Recruitment:</b>	<b>Departmental Promotional</b>
<b>Salary:</b>	<b>MONTHLY-RANGED-SALARY - \$6,194.00 to \$7,832.00</b>
<b>Employment Type:</b>	<b>Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent</b>
<b>Exam Type:</b>	<b>State-wide</b>

**EEO**

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or 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 **October 30, 2015**, 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.

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 File Date: **October 30, 2015**

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: LaWren Morrow)  
P.O. Box 944246  
Sacramento, CA 94244-2460

### **SUBMIT IN PERSON:**

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

Applications postmarked or personally delivered after the final filing date, **October 30, 2015**, will not be accepted for any reason.

## 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

\$6194 - \$7832

## 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 **October 30, 2015**, 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

**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).

**NOTE:** You **must submit** a copy of your valid Registered Professional Forester license issued by the California State Board of Forestry and Fire Protection.

## 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

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **November/December 2015**.

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

## KNOWLEDGE, SKILLS AND ABILITIES

Scope:

A. 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. Health and Safety laws and Departmental policies to maintain a safe working environment.
14. Signs and symptoms of substance abuse to recognize abuse and take appropriate corrective action that ensures a safe and drug-free work environment.
15. Forest and range inventory methods to collect and analyze information.
16. Identification and protection processes for cultural resources to ensure appropriate protection.

17. Forest road engineering for the development and review of transportation and harvesting systems to ensure consistent compliance with public safety standards and environmental regulations.
18. Supervisory roles and responsibilities under the Ralph C. Dills Act to ensure employee rights to union participation and representation are protected.
19. Budget, accounting, and purchasing practices in order to track expenditures and maintain budget controls to meet operational needs and program accountability.
20. Mathematics and statistics to complete various Departmental projects.
21. Department attendance and leave standards to accurately maintain employee records and ensure compliance with policies and regulations.
22. Laws and Departmental policies regarding mandatory training for employees.
23. Employment interviewing procedures used to select and/or hire candidates.
24. Photogrammetry and remote sensing imagery to gather information on various resources for analysis and resource planning.
25. Incident management organization, standards, and management practices for emergency preparedness among Federal, State, and local agencies for public safety.
26. Principles of organizational management and program administration to provide efficient and effective program delivery.
27. Employee Support Services programs for employees having personal or work-related problems to inform employees of services available to assist them.
28. Specialized computer software for analyzing and managing various types of geographically referenced data.
29. State and Federal laws and Departmental policies to provide resources to employees and ensure compliance.
30. Forest mensuration to collect and analyze information.
31. Reforestation practices and principles to ensure adequate regeneration of forestlands.
32. Vegetation management to reduce fuel loading and manage fire potential.
33. Basic techniques and methods of team building and leadership for successful job performance.
34. Prescribed fire and other fuel reduction methods to effectively manage vegetation.
35. Criminal, civil, and administrative law to ensure public safety and environmental protection consistent with Departmental policies and procedures.
36. Care, maintenance, use, administration, and replacement of mobile equipment to ensure safe and reliable equipment operation.
37. Job-related bargaining unit agreements of employees for successful job performance.
38. Forest economics and forest product valuation to evaluate financial feasibility of forest activities.
39. Integrated pest management concepts, methods, and identification of forest and range pests to protect resources.
40. 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.
41. Forestry assistance programs administered by the Department to provide resources to employees and ensure compliance.

B. Skill to:

1. Read and interpret maps, street signs, reference manuals, training materials, policies, procedures, reports, and correspondence for successful job performance.
2. Identify environmental impacts and develop or evaluate mitigation to protect natural resources.
3. Plan, organize, and prioritize tasks to ensure efficient completion of assignments.
4. Operate computers and software programs effectively to provide accurate reports and information exchange with Department employees and other public/private entities.
5. Inspect, investigate, and document projects or incidents to determine compliance with State, Federal, local laws and regulations, and Departmental policies and procedures.
6. Apply resource management principles and practices to ensure efficient and effective completion of assignments.
7. Manage and respond to sensitive and/or high profile issues to achieve Departmental goals and objectives.
8. Communicate performance standards and expectations to personnel for successful job performance.
9. Document and complete employee performance evaluations for successful job performance.
10. Tactfully and diplomatically arbitrate conflicts between opposing viewpoints to accomplish program goals.
11. Identify and evaluate vegetation conditions to adequately protect natural resources.
12. 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.
13. Keep staff motivated to accomplish program goals.

C. 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. Function in stressful situations or emergencies to accomplish the responsibilities of the Department.
6. Work long and arduous hours to accomplish the responsibilities of the Department.
7. Work independently, make decisions, and take appropriate action with little or no direction in emergency and non-emergency situations.
8. 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.
9. Identify and evaluate vegetation conditions in order to determine which appropriate management practices to apply.
10. Identify the need to consult with experts outside your area of expertise to accomplish the responsibilities of the Department.
11. Demonstrate leadership by evaluating, reviewing, analyzing, and applying information and technical data to make sound decisions and solutions.
12. Tactfully and diplomatically arbitrate conflicts between opposing viewpoints to provide a productive and safe work environment.
13. Adjust to a changing work environment to accomplish daily tasks.
14. 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.
15. Interpret and explain codes, rules, and Department of Forestry and Fire Protection policies and procedures.
16. Reprioritize urgent assignments with short notice when new assignments are given.
17. Explain complicated information in simple understandable language for successful job performance.
18. Maintain records for successful job performance.
19. 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.
20. Work effectively in an individual environment under all conditions.
21. Effectively promote equal employment opportunity and maintain a work environment which is free of discrimination and harassment.
22. Operate a variety of electronic equipment for successful job performance.
23. Develop and deliver presentations for the purpose of information exchange, education of employees, management, and Departmental needs.
24. Effectively develop, evaluate, and communicate performance standards and expectations to ensure the staff accomplishes the responsibilities of the Department.
25. Demonstrate leadership under stressful conditions in both emergency and non-emergency situations for successful job performance.
26. Effectively plan programs, projects, and emergency operations for successful job performance.
27. Effectively implement programs, projects, and emergency operations for successful job performance.
28. Fulfill supervisory responsibilities under the Ralph C. Dills Act for successful job performance.
29. Oversee the implementation of new and/or revised programs for successful job performance.
30. Develop training at a level for successful job performance.
31. Develop and communicate requirements and specifications for contracts and grants and evaluate performance.

## 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)

## DISTINGUISHING CHARACTERISTICS

### ADDITIONAL DESIRABLE QUALIFICATION

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

### 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).

## SPECIAL REQUIREMENTS

### JOB CHARACTERISTICS

Certain positions in these classifications require peace officer or public officer status as a condition of appointment and continued employment.

### 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. This felony disqualification applies only to those positions designated as peace officers.

### 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. This background investigation applies only to those positions designated as peace officers.

### 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/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:** Will be awarded pursuant to Government Code Section 18973.1, effective January 1, 2014, 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 veteran's preference, 2) An entrance examination is defined, under the law, as any open competitive examination, 3) Veterans Preference is not granted once a person achieves permanent civil service status. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference is on the Veterans' Preference Application (STD. Form 1093), which is available at [www.jobs.ca.gov](http://www.jobs.ca.gov). Additional information is also available at the Department of Veterans Affairs website at [www.cdva.ca.gov](http://www.cdva.ca.gov).

**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.