



CALIFORNIA STATE LANDS COMMISSION EXAMINATION ANNOUNCEMENT



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 workplace. 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.

ASSOCIATE BOUNDARY DETERMINATION OFFICER OPEN, NON-PROMOTIONAL SACRAMENTO COUNTY

FINAL FILING DATE January, 25, 2016
State Applications (STD form 678) must be postmarked or submitted in person no later than the final filing date. Applications postmarked or personally delivered after the final filing date will not be accepted for any reason. **FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.**

WHO SHOULD APPLY This is an open, non-promotional examination. Candidates that meet the minimum qualifications, as stated below, may apply for this examination.

HOW TO APPLY You must submit your **State application** (STD form 678) by the final filing date of, **January, 25, 2016**. **Submit the completed examination application by mail or in person to:**

California State Lands Commission
Human Resources Office
100 Howe Ave., Ste. 100-S
Sacramento, CA 95825

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. If a degree or college course units are required under the minimum qualifications for this classification, you must include a copy of your degree/transcripts with your application. Applications/resumes received without this information will be rejected. Only applications with an original signature will be accepted.

DO NOT SEND APPLICATIONS TO CalHR OR THE STATE PERSONNEL BOARD. State applications are available at www.jobs.ca.gov under the "My Profile" tab.

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

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.

SALARY RANGE \$7,125 – \$8,915 Per Month
The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

ELIGIBLE LIST INFORMATION An open, non-promotional eligible list will be established for the California State Lands Commission. The 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.

EXAMINATION DATES The examination will consist of a Qualifications Appraisal Interview Weighted 100%. It is anticipated interviews will be held during February/March 2016.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION **NOTE:** All applicants must meet the minimum qualifications for this examination by the final filing date, **January, 25, 2016**.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidate's possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

Experience: Two years of experience with the State Lands Commission performing duties comparable to that of an Assistant Boundary Determination Officer.

Or II

Experience: Three years of surveying and boundary determination experience at a professional level (including at least one year of field work), two years of which shall have been in the performance of difficult boundary determination work comparable to the duties and responsibilities of an Assistant Boundary Determination Officer.

And

Education: Equivalent to graduation from college with course work in surveying. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION This is the full journey-lead level. Incumbents in this class determine the methods of procedure, and personally perform the more difficult phases of the work; prepare maps and boundary descriptions; investigate tidal, lake, and river characteristics; negotiate boundary agreements with owners of lands adjacent to State-owned lands; consult with and advise the Attorney General's Office on matters concerning State interests in lands involved in litigation actions; and appear as expert witnesses in litigation involving State-owned lands.

POSITION(S) MAY EXIST IN SACRAMENTO

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**EXAMINATION
INFORMATION**

This examination will consist of a **Qualifications Appraisal Interview – Weighted 100%**. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE EXAMINATION WILL BE DISQUALIFIED.**

**SCOPE OF
EXAMINATION**

Qualifications Appraisal Interview – Weighted 100%

In addition to evaluating the competitors' relative abilities, as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. General research techniques and principles, map reading, California history, and California geography
2. Elementary principles of algebra and trigonometry
3. Principles of boundary determination and surveying
4. Common descriptions of real property
5. Engineering mathematics
6. The methods and terminology used in searching for land titles and factors involved in arriving at a vesting of ownership of property
7. Laws pertaining to public and private ownership of real property

B. Ability to:

1. Communicate effectively
2. Do computing neatly and accurately
3. Follow directions
4. Do mapping and computer-aided drafting
5. Lead survey parties
6. Analyze situations accurately and take effective action
7. Prepare clear and concise reports
8. Prepare and read maps
9. Prepare complete and comprehensive reports including status of ownership of lands and make recommendations.

**EDUCATION AND
EXPERIENCE**

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

A panel will evaluate your application and resume and will provide you with a score.

In order to obtain a position on the eligible list, a minimum rating of **70%** must be attained in the examination.

**VETERANS
PREFERENCE**

Veterans Preference Credit will be granted.

CAREER CREDITS

Career Credit Points will be granted in this examination.

GENERAL INFORMATION

The California State Lands Commission 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.

For any examination without a written feature it is the candidate's responsibility to contact the Human Resources Office of the California State Lands Commission, at 916-574-1910 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at California State Lands Commission (CSLC) offices, the CSLC website: www.slc.ca.gov, local office of the Employment Development Department, California Human Resources (CalHR), the CalHR website at www.jobs.ca.gov and click "My Profile".

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

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.

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. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento, Hercules and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

If a candidate's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. 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 this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, 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 at the Information Counter of State Personnel Board offices.

Veterans' Preference Points: Effective January 1, 2014, Veterans' Preference will be awarded to qualifying Veterans passing any open exam in the form of Rank placement rather than points. All individuals awarded Veterans' Preference will be certified in Rank 1 of the eligibility list, regardless of score.

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 application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. **California Relay Telephone Service** for the Deaf or hearing impaired: From **TDD phones: 1-800-735-2929**; From **Voice phones: 1-800-735-2922**.

For information regarding this examination, please contact the California State Lands Commission Human Resources Office at 916-574-1910.

D/O (Rev 12/13)