



### **Environmental Planner**

Agency Code: 4499 - Exam Code: 5PB31 - Class Code: 4640

Department(s): Department of Transportation  
Opening Date: 9/23/2009 8:15:00 AM  
Final Filing Date: Continuous  
Type of Examination: Departmental Open  
Salary Information: Range A \$3,247 - \$3,689  
Range B \$3,350-\$3,992  
Range C \$4,016-\$5,029

#### **EQUAL EMPLOYMENT OPPORTUNITY**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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 as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for 12 months.

#### **SPECIAL TESTING ARRANGEMENTS**

If you have a disability and/or need special testing arrangements you will be able to request a reasonable accommodation during the filing and self-scheduling process.

If you have questions, please contact:

California Department of Human Resources Selection Division  
1-866-844-8671  
California Relay Service (7-1-1)  
Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

#### ELIGIBLE LIST INFORMATION

An open, merged eligible list will be established by the California Department of Human Resources for use by the other State departments. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

#### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

#### MINIMUM QUALIFICATIONS

##### EITHER I

A Bachelor's Degree in the Social Sciences, Natural Sciences, or Environmental Design Arts. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of having fulfilled the requirements for graduation before they will be considered eligible for appointment.)

##### OR II

Experience: One year of experience in social or natural environmental planning, environmental research analysis or environmental evaluation. **And**

Education: Equivalent to graduation from college. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of having fulfilled the requirements for graduation before they will be considered eligible for appointment.) (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

##### OR III

Experience: One year of experience in the California state service performing environmental planning related duties in a class comparable in responsibility to Management Services Technician, Range B. **And**  
Education: Eighteen semester units of related college courses in social science, natural science, environmental studies, cultural resources or economics.

#### POSITION DESCRIPTION

This is the recruiting, developmental, and first working level. Initially, under supervision, in a learning capacity, incumbent does the less responsible and complex environmental work in connection with environmental planning, research, and analysis. As knowledge and skills are developed, the incumbent performs environmental planning, analysis, and evaluation work of average difficulty; assists in conducting and preparing environmental studies; prepares reports and documents including environmental impact statements and assessments.

## EXAMINATION INFORMATION

### TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

## KNOWLEDGE AND ABILITIES

Knowledge of:

1. General principles of environmental planning.
2. General principles and techniques of research and statistical analysis.
3. Communication skills for purposes of data gathering.
4. Techniques and methods of evaluation of environmental impacts.
5. State and Federal environmental laws and regulations.
6. State, local and regional governmental organizations as they relate to environmental planning.
7. Social sciences, natural sciences or environmental design arts.
8. Trends in urban and regional environmental planning.

Ability to:

1. Accurately analyze environmental situations.
2. Gather and analyze data.
3. Write accurate and concise reports.
4. Work effectively with others as an interdisciplinary team member.
5. Conduct interviews for data gathering.
6. Apply general techniques of insuring public participation in the planning process.

## VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

## CAREER CREDITS

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

## CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

California Department of Human Resources  
Attn: Examination Services  
1515 S Street  
Sacramento, CA 95811

1-866-844-8671  
California Relay Service (7-1-1)  
Telecommunications Device for the Deaf (TTY) (916) 654-6336

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## GENERAL INFORMATION

**For an examination with a written feature**, it is the candidate's responsibility to contact the testing department three weeks after the Final Filing Date if he/she has not received his/her notice.

**If a candidate's notice** of written test fails to reach him/her 3 days prior to their scheduled appointment., he/she must contact CalHR at 1-866-844-8671.

**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 may be limited or extended as conditions warrant.

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov) and local offices of the Employment Development Department.

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

**The California Department of Human Resources** reserves the right to revise the examination plan to better meet the needs of the service, should 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.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and contact the testing department.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the [classification specification here](#).

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. 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, and 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.

**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 [jobs.ca.gov/Veteransinformation](http://jobs.ca.gov/Veteransinformation), and the Department of Veterans Affairs.

**Bulletin Revision Date: 01/13/2017**

#### **TAKING THE EXAM**

**When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, it will be instantly scored.**

**[Click here to go to the Training and Experience Evaluation.](#)**

#### **FILING INSTRUCTIONS**

**Final Filing Date:** Continuous