



## Seismological Instrument Technician I

Agency Code: 3999

Class Code: 6991

Exam Code: 6CM04

Department:	Department of Conservation
Bulletin Release Date:	
Final Filing Date:	Continuous
Examination Type:	Departmental Open
Salary Information:	\$3,410.00 to \$4,268.00
Location:	Statewide

### 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.

### SPECIAL TESTING ARRANGEMENTS

If you have a disability and/or need special testing arrangements, mark the appropriate box on the application and/or contact the Department of Conservation, Human Resources Office, at (916) 322-7685.

### WHO CAN APPLY

Applicants who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the date the application is submitted. All applications/resumes must include "to" and "from" employment dates (month/date/year), time-base, and applicable classification titles.

### ELIGIBLE LIST INFORMATION

A department eligible list will be established for the Department of Conservation. 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

It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement under "Minimum Qualifications." Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

**NOTE: Applications must include "to" and "from" dates (month/day/year), time base, job or civil service class titles (not working title), and range (if applicable) for all work experience.** College course information must include title, number of semester or quarter units, name of institution, location of institution, completion dates, and degree (if applicable).

## MINIMUM QUALIFICATIONS

Two years of experience in the repair, maintenance, and testing of equipment incorporating electronic, mechanical, and electro-optical-mechanical systems. (One year of education, with major work in engineering, physical sciences, electronics, or a closely related field, in a recognized college, university, or trade school may be substituted for one year of the required experience.)

More information on minimum qualifications can be found [here](#).

## EXAMINATION INFORMATION

The Examination Unit will accept examination packets continuously throughout the year, however, the packets will only be processed during the current administration period. Generally, this examination is administered QUARTERLY, although this is subject to change based on testing needs. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list.

The examination will consist of a Training and Experience Evaluation. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

### **Training and Experience Evaluation – WEIGHTED 100.00%.**

## KNOWLEDGE AND ABILITIES

In addition to evaluating the competitor's 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:

### **Knowledge of:**

- Arithmetic, elementary principles of physical science, spelling, grammar, and punctuation.
- Basic electronic theory, mechanical and optical principles, and electrical practices.
- Repairing and maintaining electronic, mechanical, and optical measuring devices.
- Use of precise electronic test equipment used in servicing, adjusting, and repairing electronic and mechanical equipment.
- Elementary safety precautions used in working with electrical equipment.

### **Ability to:**

- Apply mechanical principles.
- Communicate effectively with others.
- Use good work habits, be punctual and dependable.
- Analyze written and numerical data accurately.
- Read and write at a level required for successful job performance.
- Read and interpret electronic, schematic and mechanical diagrams.
- Estimate the cost of repairs.
- Maintain simple records and make reports.
- Analyze situations accurately and adopt an effective course of action.

## VETERANS PREFERENCE

VETERANS' PREFERENCE: Effective January 1, 2014, Veterans' Preference will be awarded to qualifying Veterans who are successful in the examination 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. All open exams/eligible lists will award Veterans' Preference, regardless of the classification.

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 <http://jobs.ca.gov/Job/VeteransInformation> and the Department of Veterans Affairs.

## CAREER CREDITS

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

## FILING INSTRUCTIONS

To apply for this examination, please complete and return the following:

- [Training and Experience Evaluation](#)
- [Standard State Employment Application \(Form STD 678\)](#)

### **By Mail:**

Department of Conservation  
Human Resources Office  
801 K Street, MS 22-13  
Sacramento, CA 95814

### **In Person:**

Department of Conservation  
Human Resources Office  
801 K Street, 22<sup>nd</sup> Floor  
Sacramento, CA 95814

### **DO NOT SUBMIT APPLICATIONS**

- To the California Department of Human Resources (CalHR)
- Through Email
- Through Fax
- Through Inter-Agency Mail

**Applications received in this way will not be accepted**

## CUT-OFF DATE

Examination applications (form STD 678) and examinations (Training and Experience Evaluation) must be postmarked (U.S. mail) or personally delivered no later than the cut-off date stated below. Applications must also have an original signature.

### **Cut-off Dates:**

**June 17, 2016**

**August 31, 2016**

**November 30, 2016**

**January 15, 2017**

**APPLICATIONS POSTMARKED OR PERSONALLY DELIVERED AFTER THE CUT-OFF DATE WILL NOT BE PROCESSED UNTIL THE NEXT CUT-OFF DATE.**

## CONTACT INFORMATION

Any questions regarding the minimum qualifications, applying for the examination, reasonable accommodations, the exam components, scoring, etc., may be directed to the Department of Conservation, Human Resources Office at (916) 322-7685.

**For hearing impaired or deaf candidates, please call the California Relay Service at 1-800-735-2929 (From TDD phone) or 1-800-735-2922 (From Voice phone).** TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

## SPECIAL REQUIREMENTS

### **TRAVEL ACCOMMODATIONS:**

Candidates are responsible for any expenses incurred when participating in all examinations administered by the Department of Conservation. (i.e., transportation, lodging, parking, etc.)

## GENERAL INFORMATION

The Department of Conservation 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 candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Conservation, seven days prior to the test date if he/she has not received his/her notice. For an examination without a written feature it is the candidate's responsibility to contact the Department of Conservation, (916) 322-7685, 1-800-735-2929 (From TDD phone) or 1-800-735-2922 (From Voice phone), six weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test 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.

Applications are available at California Department of Human Resources Offices ([www.jobs.ca.gov](http://www.jobs.ca.gov)), and local Offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov)).

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. Your performance in the examination described on the other side of this bulletin 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.

Examination Locations: Tests will be given in such places in California as the number of candidates and conditions warrant. Tests are not always given where positions currently exist.

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 list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and work cooperatively with others; and a state of health consistent with 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.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth 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.

Veterans Preference: 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.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level 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; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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 requirements 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 civil 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, Sacramento).

**DEPARTMENT OF CONSERVATION  
HUMAN RESOURCES OFFICE**

**801 K STREET, MS 22-13  
SACRAMENTO, CA 95814**

**(916) 322-7685**