



**Supervising Program Technician II
Departmental Promotional Spot – Sacramento and Los Alamitos
FINAL FILING DATE – March 1, 2016**

INTRODUCTION

Why not work to benefit California's environment? Want to work with dedicated people who value and enjoy their work?

Our employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend. Join us and begin a meaningful new career.

For more information on the State examination and hiring process, visit the Department of Fish and Wildlife website at <http://www.wildlife.ca.gov/Employment>

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?

1. Applicants must have a permanent civil service appointment with the California Department of Fish and Wildlife as of the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990; or
3. Must be a current or former nonelected exempt employee of the Executive Branch of government who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by 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.

FILING INSTRUCTIONS

Final Filing Date: March 1, 2016

Applications may be filed in person or by mail at:

Department of Fish and Wildlife
Attention: Exam Unit
1416 Ninth Street, Room 1217-B
Sacramento, CA 95814

Applications must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date 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. The exam unit will contact you to make specific arrangements.

SALARY INFORMATION

\$3,087 - \$3,866

POSITION STATEMENT

This is the second supervisory level in this series. Under general direction, incumbents train new employees; plan, organize, and direct the work of a small unit comprised mainly of Program Technicians 2 and may include lower level Program Technicians and personally perform the most complex work.

ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the Department of Fish and Wildlife. Eligibility expires 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 minimum qualifications as listed in this announcement by the Final Filing Date: March 1, 2016.

MINIMUM QUALIFICATIONS

Either I

In the California state service: (a) one year of experience performing duties equivalent in level of responsibility to the class of Program Technician II or Supervising Program Technician I; or (b) two years of experience performing duties equivalent in level of responsibility to the class of Program Technician.

Or II

Three years of experience in a governmental or private agency performing duties with program responsibility equivalent in level to those of the departmental program in the State of California for which the examination is being administered. (Experience applied toward this requirement must include at least 18 months in a position equivalent in level of responsibility to the California state civil service class of Supervising Program Technician I.)

EXAMINATION INFORMATION

Qualifications Appraisal Process - Weighted 100.00%.

This examination consists of an oral interview process. To obtain a position on the eligible list, you must attain a minimum rating of 70.00% in the interview process. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

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

It is anticipated that the interviews will be held during March/April 2016 in Sacramento and Los Alamitos.

This examination may contain additional components (i.e., written exercise, in-basket assignment, math calculation exercise, presentation, etc.) that will be scored in addition to the structured interview questions.

KNOWLEDGE AND ABILITIES

A. Knowledge of:

1. Principles of effective supervision
2. Supervisory responsibilities under the Ralph C. Dills Act
3. A supervisor's role in promoting equal opportunity in hiring, development, and promotion of employees and for maintaining a work environment which is free of discrimination and harassment
4. Appropriate laws, rules, regulations, and policies of the State of California governing the departmental program area(s) for which the examination is being administered

B. Ability to:

1. Plan, organize, direct, and evaluate the work of employees
2. Assess the training needs of employees
3. Develop staff
4. Understand and fulfill supervisory responsibilities under the Ralph C. Dills Act
5. Effectively promote equal opportunity in employment and maintain a work environment which is free of discrimination and harassment
6. Apply appropriate laws, rules, regulations, and policies of the State of California governing the departmental program area(s) for which the examination is being administered

BENEFITS

To learn more about the comprehensive benefit package please visit our website at <http://www.calpers.ca.gov>.

VETERAN'S PREFERENCE

Veterans' Preference is not granted in promotional examinations.

CONTACT INFORMATION

If you have any questions concerning the Supervising Program Technician II Examination or the testing process, you may contact Kevin Harris, Exam Analyst with the Department of Fish and Wildlife, Human Resources Branch at (916) 651-7372 or visit the Department of Fish and Wildlife website at www.wildlife.ca.gov.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact Department of Fish and Wildlife three weeks after the final filing date if he/she has not received his/her notice.

Applications are available at www.jobs.ca.gov/pdf/std678.pdf, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department and the testing department on this job bulletin.

Remember, Examinations are Competitive:

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you aren't assured a place on the eligibility list. Your performance in the examination is compared to established rating criteria. All candidates who pass are ranked according to their scores.

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, at the State Personnel Board office or www.jobs.ca.gov.

Additional List Information:

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.

Miscellaneous Information:

The Department of Fish and Wildlife 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 law and rules and all competitors will be notified.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY 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