



## **Management Services Technician**

### **Departmental Promotional for DFW**

### **FINAL FILING DATE – April 20, 2016**

### **Spot Exam – Orange County**

#### **INTRODUCTION**

Department of Fish and Wildlife employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend.

#### **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?**

**PLEASE NOTE: If you applied for the previously advertised departmental promotional examination with the final filing date of October 19, 2015, you do not have to submit a new state application (Std. 678).**

Candidates who meet the minimum qualifications as stated below may apply for this examination. All applicants must meet the education and/or experience requirements as stated on this examination announcement by the written test date.

1. Applicants must have a permanent civil service appointment with the California Department of Fish and Wildlife by the written test 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: April 20, 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**

\$2,609 - \$3,690

## **POSITION STATEMENT**

The Management Services Technician, under supervision, learns and performs the less technical, semiprofessional tasks of a management services or related discipline, either (1) on a permanent basis, or (2) in training in preparation for promotion to the professional level; and to do other related work.

## **ELIGIBLE LIST INFORMATION**

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 by the written test date.

## MINIMUM QUALIFICATIONS

Applications and any attached resumes require employment history information including "to" and "from" dates (month/day/year), time base, and if applicable, civil service class titles. Applications and any attached resumes received without this information MAY BE REJECTED BECAUSE OF INCOMPLETE INFORMATION.

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", "II", or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time in 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.

### EITHER I

One year of experience performing the duties of a Management Services Assistant. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but they must complete one year of this experience before they can be eligible for appointment.)

### OR II

One year of experience in the California state service performing duties at a level of responsibility equivalent to that of Office Assistant (General), Range B.

### OR III

Sixty semester or 90 quarter units of college.

## EXAMINATION INFORMATION

This examination consists of a written test weighted **100.00%**. In order to obtain a position on the eligible list, you must attain a minimum rating of **70.00%**. **COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN EXAMINATION WILL BE DISQUALIFIED.**

**Written Test Date:** It is anticipated that the written examination will start the week of May 23, 2016.

**Spot Exam Location:** The written test will be scheduled in Los Alamitos only.

**Please note: Cell phones will not be permitted in the exam room.**

## KNOWLEDGE AND ABILITIES

### A. Knowledge of:

1. Arithmetic, spelling, grammar, punctuation, and modern English usage

### B. Ability to:

1. Learn rapidly
2. Follow directions
3. Communicate effectively with other staff and those contacted in the work
4. Use good work habits such as punctuality, skill, neatness and dependability
5. Make satisfactory progress in a prescribed training program
6. Interpret written material
7. Edit written material
8. Write effectively

9. Analyze written and numerical data accurately
10. Make clear, concise oral presentations

## SPECIAL PERSONAL CHARACTERISTICS

Both demonstrated interest in and aptitude for work in one of the staff services or related disciplines, and the capacity for professional development.

## DESIRABLE QUALIFICATIONS

Experience and/or education applied toward Patterns I and II which has developed verbal, analytical, numerical, and/or writing skills is preferable.

## BENEFITS

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

## VETERAN'S PREFERENCE

Veteran's preference is not granted in promotional examinations.

## CONTACT INFORMATION

If you have any questions concerning the Management Services Technician examination or the testing process, you may contact Christine Park, Exam Analyst with the California Department of Fish and Wildlife, Human Resources Branch at (916) 653-8120 or visit the Department of Fish and Wildlife website at [www.wildlife.ca.gov](http://www.wildlife.ca.gov).

## GENERAL INFORMATION

**For Written Examinations:** If you haven't received your examination notice three days prior to the written test date, it is your responsibility to contact the California Department of Fish and Wildlife, Human Resources Branch at (916) 653-8120.

### **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** at [www.jobs.ca.gov/pdf/std678.pdf](http://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 examination bulletin.

### **Remember, Examinations are Competitive:**

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you are not 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.

**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.

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

**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 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, 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.

**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**