Department(s): California Governor’s Office of Emergency Services (Cal OES)
Opening Date: 06/29/2016
Cut-off Date: Continuous: See below*
Monthly Salary: $4,913.00 - $6,107.00
Exam Type: State-wide
Exam Location: Sacramento and Los Alamitos, California

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 STATEMENTS

It is an objective of the State of California to achieve a drug-free 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.

CONTINUOUS TESTING

The testing office will accept state applications continuously throughout the year, however, the applications will only be processed during the current administration period (or as the needs of the department warrant). 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. Once you have taken the examination, you may not retest for 12 months from the established list date.

WHO SHOULD APPLY

Persons who meet the minimum qualifications of the classification, as stated below may apply for this examination at any time. All applicants must meet the education and/or experience requirements by the administration of the written exam. All applications must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Resumes are optional.

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the examination application. You will be notified in writing to determine what assistance can be provided. If hearing impaired, candidates may call the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY Phones, or at (800) 735-2922 from voice phones.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the California Governor’s Office of Emergency Services. The names of the successful competitors will be merged onto the list in order of final scores, regardless of date. Competitors'
eligibility will expire **24 MONTHS** after it is established unless the needs of the service and conditions of the list warrant a change in the period.

**TESTING AND FINAL FILING DATE INFORMATION**

This examination is Continuous Filing. Examination Application Forms (STD 678 Rev. 12/2017) must be postmarked or submitted in person by the CUT-OFF DATES. Applications postmarked or personally delivered after the cut-off dates will be held for the next administration. FAXED APPLICATIONS WILL NOT BE ACCEPTED. See how to apply below.

Once you have taken the examination, you may not reapply for twelve (12) months.

**Application cut-off dates:** July 20 October 19 January 22 April 23

**Written test Administration:** August/September November/December February/March May/June

**Applicants who meet the cut-off dates will receive notice in writing ten days prior to their date to appear for the written test.**

**HOW TO APPLY**

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED BELOW. DO NOT SEND APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR). Applications may be obtained at www.jobs.ca.gov and www.caloes.ca.gov on the Internet or at any Employment Development Department office.

**FILE BY MAIL / IN PERSON:**

California Governor’s Office of Emergency Services
Human Resources – Examinations
3650 Schriever Avenue
Mather, CA 95655

**NOTE:** The examination title and code must be indicated on the application.

**MINIMUM QUALIFICATIONS**

**Either I**

**Experience:** One year experience in the California state service performing the duties of a Disaster Assistance Programs Specialist I, Range B.

**Or II**

**Experience:** Three years of broad and progressively responsible experience performing technical duties with disaster assistance programs.

**AND**

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

**Or III**

**Experience:** Three years of broad and progressively responsible experience in a field related to field inspections documenting damages; construction and/or repairs of roads, bridges, sewers, multistory buildings, and related infrastructures.

**AND**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)
Note: Qualifying experience includes journeyman level work in general building and construction trades such as cabinets, flooring, plumbing, electrical or other related work.

ADDITIONAL DESIRABLE QUALIFICATIONS

Driver's License: Applicants must possess a valid Class 3 driver's license prior to appointment. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated ability to be flexible and a willingness to work effectively under adverse conditions; tact and professional demeanor; travel for extensive periods at any time emergencies arise, including weekends and holidays; and work odd hours and long shifts.

POSITION DESCRIPTION & LOCATION

Under the general direction of the Program Manager I, the Disaster Assistance Program Specialist I (DAPS I) will perform average to difficult tasks relating to the provision of federal and state disaster assistance within the Cal OES Recovery Section. The DAPS I will function in a demanding and changing environment, which requires the DAPS I to act with great independence while effectively maintaining a routine workload and also regularly responding to short term tasks. The DAPS I is required to meet regulatory and internal deadlines on all assignments. The DAPS I may be required to travel on short notice, work in a Joint Field Office, and work overtime as necessary in support of Cal OES program objectives.

For more information, see the attached flyer: DAPS Flyer

Positions exist in Sacramento and Los Alamitos, California.

EXAMINATION INFORMATION

This examination consists of a Written Examination weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be achieved. This exam will consist of a multiple-choice test.

MULTIPLE CHOICE TEST (WEIGHTED 100%)

This testing component consists of the following sections: 1) Cost Estimating, 2) Communication, 3) Construction, 4) Code, and 5) Evaluating Situations Accurately / Taking Effective Action.

The Written Exam will be administered in Sacramento and Los Alamitos, California as the number of candidates and conditions warrant. Candidates will receive a written notice of testing by U.S. postal mail. Competitors will receive the results of this examination by mail within four to six weeks following the Cut-Off Date.

Note: Once you have taken the examination, you may not reapply for twelve (12) months.

The Written Exam will be administered in Sacramento and Los Alamitos, California.

SCOPE OF EXAMINATION

Knowledge of: Construction management and engineering principles; local, State, and Federal building codes; State and Federal regulations; environmental and historic law; risk assessment and analysis; accounting principles and estimating techniques; mitigation and environmental planning techniques and principles; methods of program report preparation and program reporting techniques; grant writing techniques; organization and operations of local, State, and Federal disaster assistance programs; methods and procedures of local government and State organizations; public administration; and basic computer skills.

Ability to: Interpret applicable codes, laws, rules, regulations, and policies; analyze situations accurately, and take effective action; reason logically; analyze data and effectively present ideas; communicate effectively; and establish and maintain cooperative working relationships with various agencies and all persons contacted in the disaster assistance programs.
EMPLOYEE BENEFITS

The California Governor’s Office of Emergency Services offers benefits in the following areas, including but not limited to:

- Health, Dental, and Vision
- Cash Benefit Programs
- Disability Insurance
- Beneficiary/Survivor Benefits
- Retirement Benefits
- 401(k) and 457 Deferred Compensation plans
- Vacation, Sick, and other Paid Leave
- Training Courses

A complete list of all benefits may be viewed at http://www.calhr.ca.gov/employees/Pages/salary-and-benefits.aspx

CAREER CREDITS

Career Credits do not apply for this examination.

VETERANS’ PREFERENCE

Veterans’ Preference will be granted for this examination pursuant to government code section 18973.1, effective January 1, 2014, as follow: 1. Any veteran, widow, or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorable 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. 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 https://jobs.ca.gov/Public/Jobs/Veterans.aspx, and the Department of Veterans Affairs.

CONTACT INFORMATION

Any questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

California Governor’s Office of Emergency Services
Selection Services
3650 Schriever Ave
Mather, CA 95655
Email: Lillian.Fomi@caloes.ca.gov
Phone: (916) 845-8326

GENERAL INFORMATION

The California Governor’s Office of Emergency Services 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 California Governor’s Office of Emergency Services, three days prior to the written 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 California Governor’s Office of Emergency Services, 916-324-5039, TDD (916) 952-8396 three 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), and local Offices of the Employment Development Department (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: 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, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

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 performance of 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 and recency of pertinent experience and evidence of the candidate's 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 and Sacramento).

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Governor’s Office of Emergency Services Recruitment and Selection Services, 3650 Schriever Ave, Mather, CA 95655. Voice (916) 845-8321 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-735-2929.