



State Park Superintendent 3

Exam Code: 6PB54

Department: Department of Parks and Recreation

Exam Type: Departmental, Promotional

Final Filing Date: Continuous

CLASSIFICATION DETAILS

State Park Superintendent 3 – \$8,693.00 - \$11,852.00 per month

[View the State Park Superintendent 3 classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **six (6) months**.

This is a **departmental, promotional** examination for the Department of Parks and Recreation. Applicants must meet one of the following criteria in order to participate in this examination:

1. Must have a permanent civil service appointment with the Department of Parks and Recreation in order to take this examination; or
2. Must meet the provisions of the State Personnel Rules 234, 235, or 235.2; or
3. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or
4. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years, as defined in Government Code 18992; or
5. Must be a person retired from the United State military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

For applicants under items 3, 4, or 5, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

Persons applying using military experience must submit a copy of their DD 214 with their Standard State Application (STD. 678).

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin as of the date the test is taken. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

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Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess the license will be admitted to the examination, but they must produce evidence of the license before they can be considered eligible for appointment.) Graduation from a Peace Officer Standards and Training (POST) basic course academy within 12 months after appointment. **And**

Education: Successful completion of two years (60 semester units) of study from a State accredited college or university of which a minimum of 21 semester units must be successfully completed satisfying the General Education Curriculum standards as identified for colleges and universities accredited by the Western Association of Colleges and Universities. Courses which meet this requirement include: Natural/Social Sciences, Language, Humanities, Mathematics. **And**

Possession of a Peace Officer Standards and Training (POST) Regular Basic Certificate within 24 months after appointment. **And**

Either 1

One year of experience in the California state service [performing the duties of a State Park Superintendent 2 or a Lifeguard Supervisor 3](#).

Or 2

Two years of experience in the California state service [performing the duties of a State Park Superintendent 1 or Lifeguard Supervisor 2](#).

Or 3

Experience: Broad and extensive (more than five years) [experience in the management or administration of a park, public recreational, historical area, or a](#)

[resource or recreation management organization](#), at least four years of which must have included the supervision of staff. (Experience in the California state service applied toward this requirement must include one year [in a class equivalent in level of responsibility to a State Park Superintendent 2.](#)) **And**

Education: [Equivalent to graduation from college](#). (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)

POSITION DESCRIPTION

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Positions in this class serve as a superintendent of a level 3 district or as an assistant district superintendent or chief ranger within a level 4 or 5 district; or supervise an entire sector in a level 4 or 5 district or a level 3 unit within the Off-Highway Motor Vehicle Recreation Division; or serve as a staff specialist performing the most difficult functions in a headquarters office or division. Supervision may include staff at the State Park Superintendent 1 or 2 level.

SPECIAL PERSONAL CHARACTERISTICS

Aptitude and demonstrated interest in park and recreation work, philosophy, and principles; willingness to wear the prescribed uniform and conform to departmental personal appearance standards; willingness to work at various locations throughout the State; willingness to work on Saturdays, Sundays, and holidays and at odd or irregular hours; willingness to perform law enforcement duties; satisfactory record as a law-abiding citizen; aptitude for interpretive and public relations work; emotional maturity; dependability; punctuality; tact and diplomacy; poise and self-confidence; sensitivity to needs and attitudes of others; neatness and courtesy.

SPECIAL PHYSICAL REQUIREMENTS

Physical strength, endurance, and agility; mentally alert; physically sound; normal hearing; normal visual function and visual acuity of not less than 20/100 in each eye without correction, and 20/30 in each eye with correction; functional color vision; demonstrate sufficient swimming ability for self-preservation and to direct aquatic and lifesaving operations.

DRUG TESTING REQUIREMENT

Applicants are required to pass a drug screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

SPECIAL REQUIREMENTS

Existing law provides that persons convicted of a felony are disqualified from employment as a peace officer. Such persons are not eligible to compete for, or be appointed to, positions in this class.

Existing law provides that a background investigation be completed on or prior to appointment date. Persons who are not successful in the investigation cannot be appointed as a peace officer.

Existing law provides that physical and psychological suitability examinations be completed on or prior to appointment date. Persons who are not successful in these examinations cannot be appointed as a peace officer.

Existing law provides that a reading and writing ability examination consisting of an entry-level test battery or equivalent as determined by POST must be completed on or prior to appointment. Persons who are not successful in this examination cannot be appointed as a peace officer.

Existing law provides that a candidate for a peace officer position be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal record.

CITIZENSHIP REQUIREMENT

Existing law provides that persons in the State Park Superintendent and Ranger class series be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship at least one year prior to the final file date for this examination. The one-year requirement is waived for a permanent resident alien who either applied for a peace officer position prior to his or her 19th birthday or applied for a peace officer position in California prior to September 10, 1982. A permanent resident alien who is employed as a peace officer shall apply for and meet all of the requirements for U.S. citizenship as soon as legally possible and shall be disqualified from holding that position if three years have passed without so obtaining citizenship since filing of application for the employment position. Any peace officer who is ultimately denied citizenship must be separated from employment.

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of (1) a valid Red Cross Advanced First-Aid Certificate or First Responder Certificate (EMSA approved) and (2) either a valid Red Cross or American Heart Association Cardiopulmonary Resuscitation (CPR) Certificate. (An approved Department of Health Emergency Medical Technician Certificate may be substituted for both of the required certificates.)

Bachelor of Arts/Science with specialization in Park Administration, Natural Sciences, Social Sciences, Law Enforcement, Business, or other related field.

Possession of a valid instructor certificate for: Advanced First Aid, First Responder (EMSA approved), Basic First Aid, and/or CPR from American Red Cross or American Heart Association.

Completion and current certification as an Emergency Medical Technician Level 1 or 2.
Successful completion of California State Lifeguard Training.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination consists solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Principles and practices of administering, interpreting, protecting, and maintaining State park districts.
2. Mission, goals, organization, policies, procedures, and rules of the Department of Parks and Recreation.
3. Principles and techniques of natural and cultural resource management and protection and enhancement of biological diversity.
4. Principles of public safety including: law enforcement management, hazardous materials management, critical incident command, and aquatic safety.
5. Principles of business and fiscal management.
6. Budgeting and budget administration, grant development and administration, concessions management, revenue generation, auditing practices and procedures.
7. Principles of personnel management, supervision and leadership, labor relations, volunteer program management, Equal Employment Opportunity laws, occupational health and safety, employee development techniques.
8. Modern management methods including: data collection strategies, data analysis tools, problem solving, and long-range planning.
9. Principles of public administration, nonprofit organizational structure, political process, social and economic trends, intergovernmental planning processes, community and media relations techniques.
10. Principles of facilities maintenance, construction, repair, restoration, housekeeping, grounds keeping, equipment maintenance, water and waste water systems management, and preventative maintenance practices.
11. Methods of interpretation and education relative to natural, cultural, and recreational resources.
12. Real property management methods and procedures and land acquisition practices.

Ability to:

1. Supervise a State park sector or park operation or serve as a program supervisor within a State park.
2. Organize, coordinate, plan, and supervise programs for resource management and protection, public safety and enforcement, administration, maintenance, interpretation and special services of park districts.
3. Develop and provide staff services and programs to support and monitor field activities.
4. Analyze situations, solve problems, and take effective action.
5. Define a clear link between actions, long-term goals, and department mission.
6. Ensure efficiency of work processes.

7. Determine and respond to changing needs and expectations.
8. Establish and maintain effective relations with community organizations, special interest groups, local State and Federal agencies, legislators, legislative staff, and the media.
9. Coordinate mutual aid operation with other agencies.
10. Build and maintain relationships across work groups.
11. Plan and facilitate effective teams and coalitions.
12. Work with a variety of persons and organizations having diverse issues, concerns, agendas, and values.
13. Provide leadership to public and private sector working groups to achieve workable solutions consistent with departmental goals.
14. Analyze and interpret data in decision making.
15. Evaluate and measure the effectiveness of processes.
16. Understand and utilize modern information systems.
17. Plan and implement personnel practices, motivate and support staff, plan and implement employee development and programs.
18. Effectively contribute to the Department's Equal Employment Opportunity programs.
19. Manage the operation of a level 3 State park district or supervise a level 3 sector, unit, or program operation within a State park district or division.

ELIGIBLE LIST INFORMATION

A departmental, promotional eligible list for the **State Park Superintendent 3** classification will be established for:

Department of Parks and Recreation

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

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

Career Credits will **not** be applied to the final score of competitors who are successful in this examination.

EXAMINATION INFORMATION

[Preview of the State Park Superintendent 3 Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

[Take the State Park Superintendent 3 examination](#)

TESTING DEPARTMENTS

Department of Parks and Recreation

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
Phone: 1-866-844-8671

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

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

EQUAL OPPORTUNITY EMPLOYER

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.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

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 in this

bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The Department of Parks and Recreation 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 applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, 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) servicewide 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.

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 competitor 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.