



State Park Superintendent 4

Class Code: 0973 – Exam Code: 6PB59

Department: California Department of Parks and Recreation
Opening Date: May 5, 2017
Final Filing Date: Continuous
Type of Examination: Promotional
Monthly Salary: \$7,586.00 - \$10,358.00

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.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have obtained a score for this examination, you may not retake it for six (6) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

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).

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process.

If you have any questions, please contact the:

California Department of Human Resources' Contact Center at 1-866-844-8671

OR

California Relay Service at 7-1-1

1-800-735-2929 (TTY)*, 1-800-735-2922 (Voice)

(*) TTY is a telecommunications device that is reachable only from telephones equipped with a TTY device.

ELIGIBLE LIST INFORMATION

A **departmental, promotional, merged** eligible list will be established by the California Department of Human Resources for use by the Department of Parks and Recreation. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

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.

Either 1

One year of experience in the California state service [performing the duties of a State Park Superintendent 3 or a Lifeguard Supervisor 4.](#)

Or 2

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

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 two years of which must have included management of multiple programs through subordinate supervisors. (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 3.](#))

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

Positions in this class serve as superintendents of level 4 districts. Supervision may include staff at the State Park Superintendent 1, 2, or 3 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 INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive

his/her score upon completion of the Training and Experience Evaluation process.

To preview the State Park Superintendent 4 Training and Experience Evaluation, select [State Park Superintendent 4 preview examination](#).

KNOWLEDGE AND ABILITIES

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. Supervise a level 2 sector, unit, or park program operation within a State park district or division.
20. 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.
21. Direct the operation of a level 4 State park district.

VETERANS' PREFERENCE

Veterans' Preference will **not** be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

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

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

The California Department of Human Resources Selection Division
1515 S Street, North Building, Suite 400
Sacramento, CA 95811-7258
1-866-844-8671

California Relay Service: (7-1-1)

1-800-735-2929 (TTY)*, 1-800-735-2922 (Voice)

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

GENERAL INFORMATION

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 on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, should 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 contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency 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. For more information, you may refer to the [State Park Superintendent 4 classification specification](#).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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) service-wide promotional, 5) departmental open, and 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.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded 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 Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 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 [CalHR's Veterans' Information webpage](#), and the Department of Veterans Affairs.

Bulletin Revision date: 5/8/17

FILING INSTRUCTIONS

Click the link below to be directed to the Training and Experience Examination. Upon completion of the Training and Experience Examination, it will be instantly scored.

*Please remember to print a copy of your exam results for your records. It may take up to 5 days for eligibility records to appear in your CalCareer profile.

Select [State Park Superintendent 4 Training and Experience Evaluation](#) to access this online examination.

SUGGESTED RESOURCES TO HAVE AVAILABLE WHEN BEGINNING EVALUATION

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

Education History: Names of college courses that are relevant to the tasks listed in the evaluation.

Training History: Names of training courses, and experience gained therein, that are relevant to the tasks listed in the evaluation.