



GUIDE II, HISTORICAL MONUMENT (SPECIALIST)

EXAM CODE: 6WR48
EXAM TYPE: OPEN/NON-PROMOTIONAL
LOCATION: BUTTE, MERCED AND LOS ANGELES
SALARY INFORMATION: \$3330 - \$4168
CLASS & SCHEM CODE: 2740 BU86
BULLETIN RELEASE DATE: AUGUST 2, 2016



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EQUAL OPPORTUNITY & DRUG FREE STATEMENTS

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. It is the 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.

FINAL FILING DATE

Final Filing Date: August 26, 2016

Examination Applications (STD 678) must be postmarked or submitted in person no later than the final filing date. Applications postmarked or submitted after the final filing date will not be accepted for any reason. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application. Faxed or emailed applications will not be accepted.

WHO SHOULD APPLY

Candidates who meet the minimum qualifications of the classification, as stated on this examination bulletin, may apply.

HOW TO APPLY

Examination Applications must have an original signature. It is the personal responsibility of each examination candidate to submit their application materials within the timeframe and in the manner specified on this examination bulletin. Examination Applications (STD 678) may be mailed or submitted in person by the final filing date to:

MAILING ADDRESS:

Department of Water Resources
P.O. Box 942836
Sacramento, CA 94236-0001

OR

SUBMIT IN PERSON:

Department of Water Resources
1416 9th Street, Room 320
Sacramento, CA 95814

DO NOT MAIL OR SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES OR DEPARTMENT OF WATER RESOURCES' FIELD OFFICES. Applications are available at Department of Water Resources' (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm, local office of the Employment Development Department, the California Department of Human Resources (CalHR), and their website: www.jobs.ca.gov.



IDENTIFICATION REQUIRED

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

SPECIAL TESTING INFORMATION

If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the Examination Application (STD 678). You will be contacted to make specific arrangements.

ELIGIBLE LIST INFORMATION

The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

EXAMINATION INFORMATION

This examination will consist of a **Qualification Appraisal Interview weighted 100%**. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Competitors who do not appear for the interview will be disqualified.

EXAMINATION DATE(S)

It is anticipated that interviews will be held during **September/October 2016**.

POSITION DESCRIPTION

Under direction, works independently and/or acts as leadperson to a group of guides at a large State historical monument; may provide orientation and training to guides; develops additional and improved background and interpretive information for tours; arranges and conducts special tours; and to do other related work.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the minimum qualifications for this examination by the final filing date.

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

Either I

One year of experience in California state service performing the duties of a Guide I, Historical Monument.

Or II

Three years of tour guide experience involving a major emphasis on oral presentations before groups. (Education of college level may be substituted for one year of the required experience on the basis of a year of education for six months of experience.)

Applicants using education to substitute for one year of the required experience **MUST** provide a copy of their college diploma or (unofficial) transcripts by the final filing date as proof of completion of the required education. Competitors who fail to provide copies of diplomas or (unofficial) transcripts will be eliminated from the examination.



SCOPE OF EXAMINATION

In addition to evaluating the competitors' relative abilities as demonstrated by the quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

- 1) Methods, procedures, and problems involved in organizing, scheduling, and conducting tours in a State historical monument.
- 2) Historical research methods.

Ability to:

- 1) Read and write English at a level required for successful job performance
- 2) Analyze situations accurately and take effective action.
- 3) Establish and maintain cooperative relationships with the general public and others contacted in the course of the work.
- 4) Prepare reports and maintain records.
- 5) Communicate effectively.
- 6) Prepare and present an effective guide training program.

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade.

VETERANS PREFERENCE

Assembly Bill 372, signed into law by Governor Brown on August 12, 2013, changes the way the Veterans Preference process is administered by the State of California. Veterans Preference will be awarded as follows, starting on January 1, 2014: 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 exam is defined, under law, as any open competitive examination 3) Veterans Preference is not granted once a person achieves permanent civil service status.

The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at www.jobs.ca.gov and on the Application for Veterans Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

CAREER CREDITS

Career Credits will be granted.

GENERAL INFORMATION

The Department of Water Resources 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.

It is the candidate's responsibility to contact the Department of Water Resources seven days prior to the 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 Department of Water Resources at (916) 653-4838, TDD (916) 653-1804, three weeks after the final filing/cut-off date if he/she has not received a progress notice.

Applications are available at Department of Water Resources' (DWR) offices, the DWR website:

www.water.ca.gov/jobs/currentexams.cfm, local office of the Employment Development Department, and California Human Resources (CalHR) at www.jobs.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. All candidates who pass will be ranked according to their scores.

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 classification.

Examination Locations: When a written or performance test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

If a candidate's notice of oral interview 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.



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Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. 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 this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, 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 or at the Information Counter of State Personnel Board offices.

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

CONTACT INFORMATION

For information regarding this examination, please contact Claire Chung at (916) 653-3910.