



Supervising Engineering Geologist
Agency Code: 3999 Class Code: 3748 Exam Code: 7CMAB

Department:	Department of Conservation
Bulletin Release Date:	January 12, 2018
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Examination Type:	Departmental Open
Salary Information:	\$9,870 - \$12,356
Location:	Statewide

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.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and/or need special testing arrangements, mark the appropriate box on the application and/or contact the Department of Conservation, Human Resources Office, at (916) 322-1015.

WHO CAN APPLY

Applicants who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the date the application is submitted. All applications/resumes must include "to" and "from" employment dates (month/date/year), time-base, and applicable classification titles.

ELIGIBLE LIST INFORMATION

A department eligible list will be established for the Department of Conservation. This 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.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement under "Minimum Qualifications." Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications must include "to" and "from" dates (month/day/year), time base, job or civil service class titles (not working title), and range (if applicable) for all work experience. College course information must include title, number of semester or quarter units, name of institution, location of institution, completion dates, and degree (if applicable).

MINIMUM QUALIFICATIONS

Possession of a valid certificate of registration as a geologist or geophysicist issued by the Board of Professional Engineers, Land Surveyors, and Geologists is required for appointment to the Supervising Engineering Geologist level.

Education: Equivalent to graduation from college with major work in geology, engineering geology, or a closely related field that includes coursework in geology. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) **and**

EITHER I

Experience: Two years of experience performing the duties of a Senior Engineering Geologist in the California state service.

OR II

Experience: Six years of professional engineering geological experience, at least two years of which shall have been comparable in level and responsibility to that of a Senior Engineering Geologist in the California state service. (A master's degree with major work in geology or engineering geology may be substituted for one year of the required experience. Possession of a doctorate degree in one of the fields identified above may be substituted for two years of the general experience.)

More information on minimum qualifications can be found [here](#).

EXAMINATION INFORMATION

The Examination Unit will only be processing application packets during the current administration period. 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.

The examination will consist of a Training and Experience Questionnaire. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

Training and Experience – WEIGHTED 100.00%.

KNOWLEDGE AND ABILITIES

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

Knowledge of:

1. Stratigraphic, structural, historical, and economic geology, hydrology, mineralogy and seismology as related to engineering geology projects.
2. Geological survey and monitoring techniques, equipment and procedures to ensure assigned operations run smoothly.
3. Fundamental geology, geology of California, and technical geologic, seismic and mining literature in order to design current program activities.
4. Surface and subsurface field techniques in order to oversee statewide engineering geological investigations.
5. Fundamentals of geology pertaining to earthquakes and other geologic hazards identification and delineation to ensure technically complete products and reports by program staff.
6. Applications of geology to land use planning, mined land reclamations, and natural hazards to ensure technically complete products and reports by program staff.
7. Geological mapping, remote sensing and geographical information systems (GIS) to develop and review program products.
8. Safety standards applicable to geologic field investigations, mine examinations and civil engineering construction in order to promote personnel safety.
9. The organization and objectives of the Division and other public and private geologic and planning agencies active in California to work effectively with other entities.
10. Development of laws, policies, and regulations in California to maintain compliance with applicable laws and regulations.

11. The principles and practices of policy formulation and development to ensure the department's goals and objectives are achieved.
12. Principles of effective communication for outreach to stakeholders.
13. The current methods used to evaluate program effectiveness.
14. Principles of budget preparation and fiscal oversight for multiple projects to ensure project completion.
15. Budget change proposal process for effective budget development.
16. State Contracting procedures to ensure compliance with applicable laws and regulations.
17. The methods of effective leadership to provide program direction.
18. Principles of effective supervision and personnel management to provide program direction.
19. A supervisor's responsibility for promoting equal opportunity in hiring and employment development and promotion to maintain a work environment free of discrimination and harassment.
20. Labor Relations objectives in order to understand employee's rights.
21. Documentation and justification for personnel actions to address employee issues.

Ability to:

1. Organize and carry out independent geologic and geophysical studies and technical engineering geological and seismological research work to ensure the success of program objectives.
2. Make accurate tests, observations and measurements on geological and geotechnical engineering problems to ensure the success of program objectives.
3. Prepare plans, specifications, and estimates for geological and geophysical studies to ensure success of program objectives.
4. Prepare, analyze and evaluate written technical reports to formulate current and long range solutions, and strategies.
5. Analyze situations accurately and make independent judgments to prove information and take effective action.
6. Plan, organize, and direct the work of others to ensure success of program objectives.
7. Perceive alternatives available in the solution of management problems to select effective and realistic sources of action.
8. Communicate effectively in writing in a courteous, professional manner with a variety of individuals taking into consideration their needs and using tone, vocabulary, format, and grammar appropriate to the circumstance.
9. Direct and coordinate the work of others through subordinate supervision to ensure success of program objectives.
10. Motivate others to work in a team setting to achieve goals and objectives of a project and/or of the Department.
11. Prepare budget documents, manage program objectives and monitor program expenditures to ensure cost effective completion of program objectives.
12. Develop and justify Budget Change Proposal's for program needs.
13. Effectively contribute to the Department's Labor Relations objectives to ensure compliance with laws, regulations, and policies.
14. Effectively contribute to the Department's Equal Employment Opportunity Program objectives to ensure compliance with laws, regulations, and policies.
15. Develop cooperative working relationships with supervisors, staff and all levels of government and the public to ensure broad support of program objectives.
16. Manage personnel issues including; performance plans, employee reviews and discipline to maintain a motivated and effective workforce.
17. Evaluate employee training and development needs to maintain a motivated and effective workforce.

VETERANS PREFERENCE

VETERANS' PREFERENCE: Effective January 1, 2014, Veterans' Preference will be awarded to qualifying Veterans who are successful in the examination in the form of Rank placement rather than points. All individuals awarded Veterans' Preference will be certified in Rank 1 of the eligibility list, regardless of score. All open exams/eligible lists will award Veterans' Preference, regardless of the classification.

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 <http://www.calhr.ca.gov/employees/Pages/military-leave-veterans-preference.aspx> and the Department of Veterans Affairs.

CAREER CREDITS

Career credits will not be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

FILING INSTRUCTIONS

To apply for this examination, please complete and return the following:

- [Training and Experience Questionnaire](#)
- [Standard State Employment Application \(Form STD 678\)](#)
- [Unofficial/Official Transcripts](#)
- [License/Certificate](#)

By Mail:

Department of Conservation
Human Resources Office
801 K Street, MS 22-13
Sacramento, CA 95814

In Person:

Department of Conservation
Human Resources Office
801 K Street, 22nd Floor
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS

- To the California Department of Human Resources (CalHR)
- Through Email
- Through Fax
- Through Inter-Agency Mail

Applications received in this way will not be accepted

CUT-OFF DATE

Examination applications (form STD 678) and examinations (Training and Experience Questionnaire) must be postmarked (U.S. mail) or personally delivered no later than the cut-off date stated below. Applications must also have an original signature.

Cut-off Dates:

March 12, 2018

APPLICATIONS POSTMARKED OR PERSONALLY DELIVERED AFTER THE CUT-OFF DATE WILL NOT BE PROCESSED UNTIL THE NEXT CUT-OFF DATE.

CONTACT INFORMATION

Any questions regarding the minimum qualifications, applying for the examination, reasonable accommodations, the exam components, scoring, etc., may be directed to the Department of Conservation, Human Resources Office at (916) 322-1015.

For hearing impaired or deaf candidates, please call the California Relay Service at 1-800-735-2929 (From TDD phone) or 1-800-735-2922 (From Voice phone). TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

SPECIAL REQUIREMENTS

TRAVEL ACCOMMODATIONS:

Candidates are responsible for any expenses incurred when participating in all examinations administered by the Department of Conservation. (i.e., transportation, lodging, parking, etc.)

GENERAL INFORMATION

The Department of Conservation 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 Department of Conservation, 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 Conservation, (916) 322-7685, 1-800-735-2929 (From TDD phone) or 1-800-735-2922 (From Voice phone), six 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: Tests will be given in such places in California as the number of candidates and conditions warrant. Tests are not always given where positions currently exist.

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 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 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.

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, Sacramento).