



## Oil Spill Prevention Supervisor I Departmental Open - Statewide Continuous Examination

### INTRODUCTION

Department of Fish and Wildlife employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend.

California is one of the most biodiverse places on the planet. As such, The Department of Fish and Wildlife values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures and personal experiences can thrive and connect others to our critical mission.

Join us and begin a meaningful new career.

### 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 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 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?

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

Once you have taken this examination, you may not retake it for twelve (12) months.

### FILING INSTRUCTIONS

**EMAILED APPLICATIONS ARE PREFERRED.** Submit your completed EXAMINATION/EMPLOYMENT APPLICATION (STD 678) along with any required educational documentation (if applicable) via email at [examsubmission@wildlife.ca.gov](mailto:examsubmission@wildlife.ca.gov)

Please include the Exam Code and the Title of the Examination in the subject line of your email. The Examination/Employment Application (STD. 678) is available through your CalCareer Account or the internet at <https://jobs.ca.gov/pdf/STD678.pdf>. Once your application has been received and verified, you will be emailed the link to the Training and Experience Questionnaire. Please be sure to include your current email address on your application.

Applications may be by mail. Incomplete applications will not be accepted.

Due to the recent impact of the COVID-19 and for the safety of our employees and customers, the drop off location for applications will be temporarily closed. In order to ensure we receive your application, please send your application certified mail to the mailing address indicated on the announcement. The State Examination Application (Form STD 678) may be filed by mail at:

## **California Department of Fish and Wildlife**

**Attention: HR – Recruitment and Selection Unit**

**P.O. Box 944209**

**Sacramento, CA 94244**

Completed applications and all required documents must be received in order to be considered. 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 filing of an application.

### **SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box on the application. The exam unit will contact you to make specific arrangements.

### **SALARY INFORMATION**

\$5,884 - \$7387

NOTE: Salaries do not reflect reductions arising from the COVID-19 pandemic. Information for actual reductions is available in the Human Resources Manual, Section 2113, Personal Leave Program (PLP) at <https://hrmanual.calhr.ca.gov/Home/ManualItem/1/2113>.

### **POSITION STATEMENT**

This is the first supervisory level in the series over professionals at the Specialist or Assistant levels. Under direction, the Supervisor I will plan, organize, prioritize, direct and review the work of employees performing oil spill prevention and response activities; monitor, train and evaluate employees; respond to oil spills, assist in investigations and provide technical expertise; review EIRs associated with the more complex oil spills; ensure timely completion of program objectives and special studies; coordinate the scheduling of and participate in drills; review and make recommendations to improve procedures and policies; complete special projects for the Administrator; interact with major oil companies, Coast Guard, other governmental entities and agencies; testify before the various legislative bodies.

### **ELIGIBLE LIST INFORMATION**

An open eligible list for the Oil Spill Prevention Supervisor I classification will be established for the Department of Fish and Wildlife.

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires 24 months after it is established. Applicants must then retake the examination to reestablish eligibility.

### **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

All applicants must meet the minimum qualifications by the application submission date.

## MINIMUM QUALIFICATIONS

*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", "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:**

Two years of experience in California State service performing the duties of a class with a level of responsibility equivalent to an Oil Spill Prevention Specialist.

### **OR II:**

Three years of experience in California State service performing the duties of a class with a level of responsibility equivalent to an Oil Spill Prevention Assistant.

### **OR III:**

Five years of progressively responsible experience in marine pollution research or in the development of marine environmental programs involving contact with governmental agencies and/or marine environmental groups, at least three years of which shall have included experience involving the management or supervision of any type of petroleum transportation activity, such as marine terminal operations, vessel shiphandling, marine engineering, marine safety, marine surveying, marine fire fighting and salvage, marine pollution prevention and response, shipboard systems and/or related fields

Applications and any attached resumes require employment history information including "to" and "from" dates (month/day/year), time base, and if applicable, civil service class titles. Applications and any attached resumes received without this information MAY BE REJECTED BECAUSE OF INCOMPLETE INFORMATION.

## EXAMINATION INFORMATION

### **Training and Experience Questionnaire - Weighted 100%**

This examination consists of a Training and Experience Questionnaire and is the sole component of the examination. To obtain a position on the eligible list, you must attain a minimum rating of **70%. COMPETITORS WHO DO NOT COMPLETE THE TRAINING AND EXPERIENCE QUESTIONNAIRE WILL BE DISQUALIFIED.**

Applicants will be sent a link through email to complete the Oil Spill Prevention Supervisor I Training and Experience Questionnaire.

## PREPARING FOR EXAMINATION

Below 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, degree 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.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

1. Oil transfer operations among tank vessels, marine facilities, pipelines and mobile transfers
2. Marine engineering
3. Shiphandling
4. Bunkering and lightering procedures
5. A vessel mobile transfer unit
6. Marine/non-marine facility oil spill contingency plan components
7. Marine/non-marine oil spill pollution prevention and response equipment and methodologies
8. Marine/non-marine oil spill drills and exercise design and evaluation
9. Federal and State regulations relating to oil spill prevention and response
10. Basic investigative procedures
11. The Incident Command System
12. Safe work practices associated with hazardous conditions
13. Vessel traffic service systems
14. The Marine Exchange organizations
15. Pilotage issues
16. Tug escort capabilities and regulations
17. Federal and State petroleum pipeline regulations
18. The State legislative and regulatory process
19. Basic supervision
20. The State's collective bargaining contracts
21. The Department's hiring procedures
22. The Department's equal employment opportunity program objectives
23. A manager's / supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and maintaining a work environment that is free of discrimination and harassment including the Bilingual Services Program, Limited Exam and Appointment Program (LEAP), Reasonable Accommodation and discrimination / sexual harassment complaint process

### **Ability to:**

1. Review and develop oil spill contingency plans
2. Respond to field questions regarding oil spills
3. Analyze, evaluate information and make recommendations
4. Communicate effectively
5. Meet work deadlines
6. Prepare clear, concise, complete and technically accurate reports
7. Establish and maintain cooperative relations with those contacted at work
8. Review and develop recommendations for program procedures and regulations
9. Determine the cause of oil spills
10. Complete complex projects
11. Testify in court as an expert witness
12. Conduct training
13. Serve on various committees and work as a liaison to develop area plans
14. Interpret Federal and State regulations
15. Develop and implement program procedures and regulations
16. Plan, organize, prioritize, direct and review work

17. Monitor, train and evaluate employees
18. Provide leadership and motivate employees
19. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment including the Bilingual Services Program, Limited Exam and Appointment Program (LEAP), Reasonable Accommodation and discrimination / sexual harassment complaint process

## SPECIAL PERSONAL CHARACTERISTICS

1. Keeness of observation
2. Demonstrated ability to act independently
3. Flexibility and tact
4. Willingness to travel and do field work on short notice
5. Willingness to work on Saturdays, Sundays and holidays and at odd or irregular hours
6. Willingness to wear a prescribed uniform, necessary safety equipment and work clothing

## BENEFITS

To learn more about the comprehensive benefit package please visit our website at <http://www.calpers.ca.gov> .

## VETERANS' PREFERENCE

Veterans' Preference will be granted to all competitors who are successful in this examination and who qualify for, and have requested, Veterans' Preference through the California Department of Human Resources (CalHR),

<https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>.

**Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference credits.**

## CONTACT INFORMATION

If you have any questions concerning the Oil Spill Prevention Supervisor I examination or the testing process, you may contact Christine Park, Recruitment and Selection Analyst with the Department of Fish and Wildlife, Human Resources Branch at (916) 653-8120 or visit the Department of Fish and Wildlife website at [www.wildlife.ca.gov](http://www.wildlife.ca.gov).

## GENERAL INFORMATION

**For an examination without a written feature**, it is the candidate's responsibility to contact the Department of Fish and Wildlife three weeks after the final filing date if he/she has not received his/her notice.

**Applications are available** at [www.jobs.ca.gov/pdf/std678.pdf](http://www.jobs.ca.gov/pdf/std678.pdf), California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department and the testing department on this job bulletin.

### **Remember, Examinations are Competitive:**

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you aren't assured a place on the eligibility list. Your performance in the examination is compared to established rating criteria. All candidates who pass are ranked according to their scores.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and/or contact the testing department.

**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 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, 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:**

Will be awarded in this examination, 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 veterans' 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.

**How to Apply for Veterans' Preference:**

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at <https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx> and on the Application for Veterans' Preference form ([CalHR-1093](#)). Additional information is also available at the Department of Veterans Affairs.

**Miscellaneous Information:**

The Department of Fish and Wildlife 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 law and rules and all competitors will be notified.

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