



CONSERVATIONIST I, CCC

OPEN, NON-PROMOTIONAL SPOT FOR CENTRAL, NORTHERN, AND SOUTHERN CALIFORNIA CONTINUOUS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

	Central California	Northern California	Southern California
OPEN, NON-PROMOTIONAL SPOT FOR	<p>Candidates may only establish eligibility in <u>one</u> location. Indicate the location for which you are applying directly under the examination title on your application. Applications will be accepted on an open, non-promotional basis only.</p>		
CONTINUOUS	<p>Applications will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant. Each new cut-off (final filing) date, along with spot location will be publicized to ensure that applicants have adequate time to complete and submit an application.</p>		
HOW TO APPLY	<p>Applications (STD 678) must be RECEIVED OR POSTMARKED no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL <u>NOT</u> BE ACCEPTED. Applications postmarked AFTER THE CUT-OFF DATE and personally delivered or received via interoffice mail AFTER 5:00 P.M. ON THE CUT-OFF DATE WILL BE HELD FOR THE NEXT ADMINISTRATION OF THE EXAMINATION. THE EXAMINATION TITLE <u>MUST</u> BE INDICATED ON THE APPLICATION.</p> <p>FILE BY MAIL OR IN PERSON:</p> <p style="text-align: center;">CALIFORNIA CONSERVATION CORPS 1719 24TH STREET SACRAMENTO, CA 95816</p> <p>SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE. DO <u>NOT</u> SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR CCC SERVICE DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, California Conservation Corps Centers, or at www.ccc.ca.gov on the Internet.</p>		
REASONABLE ACCOMMODATION	<p>If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.</p>		
SALARY RANGE	<p>RANGE A: \$2611 - \$3084 RANGE B: \$3351 - \$4027</p>		
QUALIFICATIONS APPRAISAL INTERVIEW	<p>Eligible candidates will be notified by mail approximately 10 days in advance of the qualifications appraisal interview date.</p>		
REQUIRED IDENTIFICATION	<p>Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p>		
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the cut-off date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.</p> <p>NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications/resumes received without this information will be rejected.</p> <p>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 requirements.</p>		
MINIMUM QUALIFICATIONS	<p>Possession of a valid commercial driver license, Class B, without automatic drive and air brake restrictions and with a Passenger Transport Vehicle special endorsement. (Applicants who do not possess the license will be admitted to the examination, but must acquire and provide evidence of a Class B license with a Passenger Transport Vehicle special endorsement prior to appointment. A Class B license without automatic drive and air brake restrictions must be attained within six months of appointment.) and</p> <p>Education: Equivalent to completion of the twelfth grade. and</p> <p style="text-align: center;">Either I</p> <p>Experience: One year of experience as a corpsmember in the California Conservation Corps, including at least six months as a Crew Leader or Crew Leader II.</p> <p style="text-align: center;">Or II</p> <p>Experience: One year of experience in organizing, instructing, supervising, and evaluating six or more people, ages 16-25, in an organization requiring specific accomplishments or completion of specific tasks. Such experience must include direct responsibility for the discipline, direction, and welfare of the persons involved. Qualifying experience can be gained through work in the following types of businesses/activities: labor crews in the private or public sector; organized outdoor adventure programs; service-oriented organizations employing young adults (fast food chains, and park and recreation facilities); seasonal labor; or educational programs.</p> <p style="text-align: center;">Or III</p> <p>Experience: Three years of experience as a Special Corpsmember in the California Conservation Corps performing one or more of the following duties: mentoring or counseling corpsmembers during evening hours; or engaging corpsmembers in activities designed to transfer skills; or overseeing corpsmembers in recreational or educational activities.</p>		

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

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.

**MINIMUM
QUALIFICATIONS
"CONTINUED"**

Or IV
Experience: One year of experience supervising a crew of skilled crafts people involved in crafts/trades work (carpentry, masonry, electrical, general building, landscape installation and maintenance, or comparable skilled work).

**ADDITIONAL
DESIRABLE
QUALIFICATIONS**

Or V
Experience: One year of experience as a licensed general or specialized contractor, including at least six months as a member of a craft/trades crew.

**SPECIAL PERSONAL
CHARACTERISTICS**

Knowledge of chainsaw operation; roofing; methods of group work; gang awareness; teaching and counseling techniques; familiarity with education programs; basic guidelines and standards for conducting effective group meetings; substance abuse intervention techniques; and basic plan and wildlife ecology.
Willingness to work for extended periods occasionally in primitive facilities, and sometimes isolated from communities; willingness to work odd and irregular hours; demonstrated aptitude for, and willingness to teach and work with young people in regard to their personal and social development; willingness to do manual labor, including landscaping, gardening, trail construction, emergency response work, carpentry, and other physically demanding activities; willingness to set an example for young people by attitude, ability, knowledge, attention to detail, and pride of work.

**POSITION
DESCRIPTION**

This is the entry, first working, and journey level class. Under direction, incumbents are involved in and are responsible for a variety of center activities and projects which include supervising and working with a crew of corpsmembers involved in a range of routine to the most difficult daily work projects. Assignment to this class may include, but is not limited to, the following: grade supervisor, relief supervisor, residential advisor, or satellite supervisor. Incumbents meet with sponsors on new projects to evaluate the scope of work and determine appropriate methods/techniques to complete the work; facilitate work/learn activities into daily work projects; may cooperate with county probation departments in youth diversion activities; assist new corpsmembers to adjust to and understand center life; teach projects and life skills; direct and counsel corpsmembers; document the status of projects and enter data in the automated project tracking system; prepare written reports; are responsible for the care, maintenance, and security of assigned property; are responsible for the discipline, safety, and work habits of the corpsmembers; conduct and document investigations on corpsmember discipline; track corpsmember discipline; perform substance abuse interventions; track corpsmember participation in programs of recovery from substance abuse; safely move and direct corpsmember crews on disaster relief operations such as wildland fires and floods; lead and supervise corpsmembers on "spike operations"; instruct corpsmembers in the protection, conservation, and restoration of natural resources, facilities maintenance, landscaping, restoration of historic monuments/buildings, and preventive vehicle maintenance; assist in the development of corpsmembers; may supervise satellite programs including the purchase of supplies, tools, and equipment for satellite operations; may market special programs, such as internships and weatherization; are responsible for the recruitment of corpsmembers; may coordinate the alcohol and drug program; meet with community-based organizations, and coordinate publicity with local media. Incumbents may supervise an entire center on evenings and weekends.

**EXAMINATION
INFORMATION**

This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70 must be attained.

QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%

Scope:

A. Knowledge of:

1. Wide range of the trades including basic carpentry, painting, plumbing, masonry, roofing, landscape gardening, fence and trail building, tree falling, fish habitat restoration, fire and flood fighting, and camp support;
2. Use and maintenance of hand tools;
3. Basic principles of safety, first aid and CPR, personnel supervision, organization of work activity, methods of group instruction and training, techniques used in teaching and counseling youth, and problem solving;
4. Recreational and social activities appropriate for youth from diverse cultural and economic backgrounds;
5. Effective communication skills;
6. Basic principles of conservation and natural resources;
7. Conservation techniques;
8. Leadership development.

B. Ability to:

1. Work independently;
2. Explain and demonstrate safe work methods and practices;
3. Demonstrate skill in teaching young adults, including coaching them in communications skills and in motivating and inspiring them to establish and achieve personal goals;
4. Effectively organize and direct a work crew;
5. Hike difficult terrain;
6. Establish and maintain effective working relationships with governmental agencies, private sector organizations, and with corpsmembers;
7. Participate with enthusiasm in a program with young adults in intense daily living relationships;
8. Resolve conflicts;
9. Evaluate corpsmembers;
10. Keep records and prepare written reports;
11. Analyze situations and take effective action;
12. Deal effectively with constructive criticism;
13. Conduct inspections of public service conservation work projects;
14. Communicate effectively;
15. Recognize alcohol and drug issues and counsel young adults at risk including substance abuse prevention;
16. Supervise and coordinate volunteers, internship programs, and/or satellite operations;
17. Effectively balance the goals of corpsmember training and development with reimbursement project development and completion.

TESTING PERIOD

The testing period for this classification is 12 months. Once you have taken the examination, you **may not** reapply for a period of 12 months.

CAREER CREDITS	Career credits will be added to the final score of all competitors who are successful in this examination and who qualify for these credits. IF YOU RECEIVE VETERANS PREFERENCE POINTS, YOU CANNOT ALSO RECEIVE CAREER CREDITS.
VETERANS PREFERENCE POINTS	Veterans preference points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have applied for, these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE POINTS.
LOCATIONS	Central California work locations are in the following counties: El Dorado, Fresno, Monterey, Placer, Sacramento, San Joaquin, San Luis Obispo, Santa Barbara, Santa Clara, and Santa Cruz Counties. Northern California work locations are in the following counties: Butte, Humboldt, Mendocino, Napa, Shasta, and Siskiyou Counties. Southern California work locations are in the following counties: Los Angeles, San Bernardino, San Diego, and Ventura Counties.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the California Conservation Corps Examination Unit in Sacramento at (916) 341-3189, three weeks after the cut-off/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.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, or at www.ccc.ca.gov on the Internet.

If you meet the requirements, you may take this examination. 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.

The California Conservation Corps 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.

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. 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.

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.

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, CA.)

Veterans Preference: California law allows granting of Veterans Preference points in open entrance examinations and open, non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open, non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the veterans preference application (Form 1093) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational 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.