

# THE CUT-OFF DATE (FINAL FILING DATE) IS JANUARY 18, 2013

STATE OF CALIFORNIA - CALIFORNIA CONSERVATION CORPS



## CONSERVATIONIST I, CCC OPEN, NON-PROMOTIONAL CONTINUOUS FILING EXAMINATION

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.

<b>WHO SHOULD APPLY</b>	Applicants who meet the minimum qualifications as stated on this bulletin. This is an open, non-promotional examination for the California Conservation Corps.
<b>STATEWIDE EXAM</b>	This examination is being administered statewide. Applicants will be scheduled for the Qualifications Appraisal Panel Interview at the nearest testing facility established. Since testing locations will not be in all areas, applicants may be asked to travel to the nearest testing facility at their own expense.  Applicants will be able to select the locations they wish to work at the examination interview.
<b>HOW TO APPLY</b>	Applications (STD 678) will be accepted on a continuous basis. <b>FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.</b> Applications postmarked <b>AFTER THE ESTABLISHED CUT-OFF DATE</b> or personally delivered or received via interoffice mail <b>AFTER 5:00 P.M. ON THE CUT-OFF DATE, WILL BE HELD FOR THE NEXT ADMINISTRATION OF THE EXAMINATION. PLEASE INDICATE THE EXAMINATION TITLE ON THE APPLICATION.</b>  <b>FILE BY MAIL OR IN PERSON:</b> <b>CALIFORNIA CONSERVATION CORPS</b> <b>1719 24<sup>TH</sup> STREET</b> <b>SACRAMENTO, CA 95816</b> <b>ATTN: EXAM UNIT</b>  <b>SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE. DO NOT SEND APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR) {FORMERLY THE STATE PERSONNEL BOARD (SPB)} OR TO ANY CCC CENTER.</b> Applications may be obtained at <a href="http://www.jobs.ca.gov/">http://www.jobs.ca.gov/</a> , <a href="http://www.ccc.ca.gov/">www.ccc.ca.gov</a> , any Employment Development Department office, or at California Conservation Corps Centers.
<b>CONTINUOUS FILING</b>	Applications are accepted on a continuous basis. Testing is considered continuous as new testing dates can be set at any time as departmental needs warrant. Cut-off (final filing) dates will be established and announced with adequate time for applicants to complete and submit an application before each administration of the exam.
<b>REASONABLE ACCOMMODATION</b>	If you have a disability and need special testing arrangements or other reasonable accommodations, mark the appropriate box for Question #2 on the standard state application. You will be contacted in advance to make specific arrangements. If you have not been contacted prior to receiving a notice to appear for the examination, please contact the Exam Unit at (916) 341-3140. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.
<b>SALARY RANGE</b>	<b>Range A: \$2611 - \$3084      Range B: \$3351 - \$4027</b>
<b>REQUIRED IDENTIFICATION</b>	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
<b>EXAMINATION INFORMATION</b>	This examination will consist of a qualifications appraisal panel interview weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70 must be attained.
<b>TESTING PERIOD</b>	The testing period for this classification is 18 months. Once you have taken the examination, you <b>may not</b> reapply for a period of 18 months.
<b>ELIGIBLE LIST INFORMATION</b>	An open merged statewide list will be established for use by the California Conservation Corps. The names of successful candidates will be merged onto the list in order of final score, regardless of testing date. Eligibility expires 18 months after it is established.
<b>THE POSITION</b>	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 wide range of daily work projects. Incumbents meet with sponsors on new projects, evaluate the scope of work and determine appropriate methods/techniques to complete the work; facilitate activities into daily work projects; assist new corpsmembers to adjust to and understand center life; teach projects and life skills; direct and counsel corpsmembers; assist in the development of corpsmembers; prepare written reports; are responsible for the discipline, safety, and work habits of the corpsmembers; safely move and direct corpsmember crews on disaster relief operations such as wildland fires and floods; instruct corpsmembers in the protection, conservation, and restoration of natural resources. Also, incumbents may supervise an entire center on evenings and weekends.
<b>POSITIONS</b>	Positions exist statewide with the California Conservation Corps.
<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	<b>NOTE:</b> 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. <b>NOTE:</b> A Standard State Application (STD. 678) is required. Résumés will only be accepted if attached to a standard state application. You must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed on your application. Applications received without this information may be rejected.

**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.

**REQUIREMENTS  
FOR ADMITTANCE  
TO THE  
EXAMINATION  
(Con't)**

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 who possess 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.

**MINIMUM  
QUALIFICATIONS**

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**

Education: Equivalent to completion of the twelfth grade. **and**

**Either I**

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.

**Or II**

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.

**Or III**

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.

**Or IV**

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).

**Or V**

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

*\*The CCC is in the process of eliminating the "without automatic drive and air brake restrictions" requirement.*

**SPECIAL PERSONAL  
CHARACTERISTICS**

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.

**ADDITIONAL  
DESIRABLE  
QUALIFICATIONS**

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.

**SCOPE**

**QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%**

**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.

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**SCOPE (Con't)**

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.

**CAREER CREDITS**

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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.**

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**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.**

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**QUESTIONS**

If you have questions about this exam, please contact the Exam Analyst at (916) 341-3140.

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**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) 341-3140**, 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 any Employment Development Department office, at [www.jobs.ca.gov](http://www.jobs.ca.gov), or at [www.ccc.ca.gov](http://www.ccc.ca.gov) on the Internet.

**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 will be rated against a predetermined job-related rating scale, and all candidates who pass the examination will be ranked on the eligible list 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.

**Veterans' Preference:** California law allows granting of Veterans' Preference points in open entrance examinations and open, non-promotional exams. Credit is granted as follows: 15 points for disabled veterans; and 10 points for all other veterans (including widows or widowers of veterans, and spouses of 100% disabled veterans). Directions for applying for veterans' preference points are on the veterans' preference application (Form 1093) which is available from the California Human Resources website at [www.calhr.ca.gov](http://www.calhr.ca.gov); 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 12<sup>th</sup> 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.

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