# NOTICE OF CONTINUOUS TESTING CUT-OFF DATE

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| DEPARTMENT: | CALIFORNIA CONSERVATION CORPS |
| EXAM TITLE: | CONSERVATION SUPERVISOR, CCC |
| CUT-OFF DATE: | OCTOBER 30, 2015 |
| EXAM CODE: | 5CQ02 |
| EXAM BASE: | OPEN, NON-PROMOTIONAL STATEWIDE |

The bulletin announcing the above examination is amended as follows:

The cut-off date for the Conservation Supervisor, CCC exam is **October 30, 2015**

It is anticipated that the oral exam interviews will be held during:
December 2015/January 2016

Applications postmarked after the cut-off date will be held for the next testing period.

STATE OF CALIFORNIA
CALIFORNIA CONSERVATION CORPS
EXAM UNIT
1719 24TH STREET
SACRAMENTO, CA 95816
(916) 341-3140

RELEASE DATE: 10/16/15

# THE CUT-OFF DATE (FINAL FILING DATE) IS OCTOBER 30, 2015

STATE OF CALIFORNIA - CALIFORNIA CONSERVATION CORPS

# CONSERVATION SUPERVISOR, CCC

## OPEN, NONPROMOTIONAL
## CONTINUOUS FILING
## STATEWIDE EXAMINATION

**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.**

**WHO SHOULD APPLY**

Applicants who meet the minimum qualifications (MQs) as stated on this bulletin may apply for and take this examination.

Once you have taken and passed this examination, you may not re-take it for 24 months.

**TYPE OF EXAMINATION**

This is an open, nonpromotional examination for the California Conservation Corps. Career credits and veterans' preference will be granted.

**STATEWIDE EXAM**

This examination will be administered statewide. Candidates will be scheduled for the Qualifications Appraisal Panel examination interview at the nearest testing facility established. Since testing locations will not be in all areas, candidates may be asked to travel to the nearest testing facility at their own expense.

Candidates will be able to select the locations they wish to work at the examination interview.

**HOW TO APPLY**

Complete, print and mail a standard state application (STD. 678) to the address below. **Faxed or e-mailed applications will not be accepted.** Applications postmarked, personally delivered, or received via interoffice mail **after 5:00 p.m. on the established cut-off date, will be held for the next administration of the examination.** Please include **Con Sup Exam 5CQ11** on the front page of the application.

**FILE BY MAIL OR IN PERSON:**

**CALIFORNIA CONSERVATION CORPS**
**1719 24TH STREET**
**SACRAMENTO, CA 95816**
**ATTN: EXAM UNIT**

**Submit applications only to the address indicated above. Do not send applications to the California Department of Human Resources (CalHR) or to any CCC center.** Applications may be obtained at http://www.jobs.ca.gov/, www.ccc.ca.gov, any Employment Development Department office, or at California Conservation Corps centers.

**CONTINUOUS FILING**

Applications will be accepted on a continuous basis. Testing is considered continuous as new testing dates can be set at any time as department needs warrant.

Cut-off (final filing) dates will be scheduled and announced periodically with adequate time for applicants to submit an application. The cut-off date for the next administration is **October 30, 2015.**

**TESTING PERIOD**

A candidate may be tested only once during any testing period. The testing period for this examination is **24 months**. Once you have taken and passed the examination, you may not retest for a period of **24 months**. Successful candidates will have 24 months of eligibility from the date they are merged onto the list.

**REASONABLE ACCOMMODATION**

If you have a disability and need special testing arrangements or other reasonable accommodations, please contact the Exam Unit at (916) 341-3140, or via the California Relay Service for the deaf or hearing impaired from TTY phones at (800) 735-2929, or from voice phones at (800) 735-2922.

**SALARY RANGE**

**$4706 - $5848**

**REQUIRED IDENTIFICATION**

Candidates scheduled for the examination are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**EXAMINATION INFORMATION**

The 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.

**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.**

**POSITIONS**

Positions exist statewide with the California Conservation Corps.

**THE POSITION**

Under direction, incumbents supervise Conservationist staff performing Public Service Conservation Work (PSCW) and special projects relating to the productivity and enhancement of an assigned service district. Incumbents plan, organize and direct the operations of assigned center Conservationist staff performing PSCW projects; plan and implement in-service training and employee development programs for subordinate staff, and evaluate performance and take or recommend appropriate action; oversee training, safety, welfare, development and performance; maintain community resource support, develop reimbursement funding source sponsors and negotiate project agreements; develop and maintain relationships with project sponsors, and maintain the confidence and cooperation of sponsors; manage project and spike operations, quality, completion and evaluation; and coordinate emergency response.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by **the established cut-off date**. Your signature on your application indicates that you read, understand, and possess the minimum qualifications (MQs) required.

*NOTE: A completed standard state application (STD. 678) is required and must include: "to" and "from" dates (month/day/year), time-base, and civil service or private sector titles. It is the applicant's responsibility to provide the specific information under duties performed that illustrates the qualifying experience needed to meet the MQs.*

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 requirement.

**MINIMUM QUALIFICATIONS**

Possession of a valid commercial driver license, Class B, with a Passenger Transport Vehicle special endorsement. (Applicants who do not possess the license will be admitted to the examination, but must secure and provide evidence of a Class B license with a Passenger Transport Vehicle special endorsement prior to appointment.) **AND**

**Either I**

**Experience:** One year of experience in the California Conservation Corps (CCC) performing the duties of a Conservationist II, CCC.

**Or II**

**Experience:** Two years of progressively responsible experience in program operations and management, including one year at an administrative level performing a variety of management-related activities including supervision of staff, program planning, management and evaluation, and personnel management. This experience shall have included the preparation of written reports and the presentation of written recommendations to management. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility no less than that of Conservationist II, CCC.)

**Or III**

**Experience:** Three years of experience in CCC performing the duties of a Conservationist I, CCC, Range B.

**Or IV**

**Experience:** Five years 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, two years of which involve direct supervision of staff. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility no less than that of a Conservationist I, CCC, Range B.)

*Qualifying experience can be gained through work in the following types of business/activities: labor crew in the private or public sector; organized outdoor adventure programs; service-oriented organizations employing young adults (fast foods chains, park and recreation facilities); seasonal labor; and educational. (College education may be substituted for up to 12 months of non-supervisory qualifying experience with one year of college education being equivalent to six months of experience; substitution of college education does not apply toward the supervision of staff requirement.)* **and**

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

**KNOWLEDGE & ABILITIES**

**Qualifications Appraisal Panel Interview – Weighted 100%**

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

**Scope**

**A. Knowledge of:**

1. Principles of personnel management, business and public administration.
2. Purposes, organization, policies, procedures and rules of the CCC.
3. Principles of ecology and natural resource conservation.
4. Principles of facilities and grounds maintenance.
5. Principles and practices of health and safety standards.
6. Principles and practices of employee supervision.
7. Principles and practices of employee/employer relations.
8. The Corps' Equal Employment Opportunity program objectives.
9. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

**B. Ability to:**

1. Maintain a healthy and safe working and living environment.
2. Organize, coordinate and plan programs for Conservationist staff and corpsmembers' training.
3. Maintain facilities and grounds.
4. Complete center, spike, and emergency projects.
5. Prevent and solve problems by utilizing management and communication skills, concepts and techniques.
6. Analyze situations and take effective action.
7. Keep records and prepare written reports.
8. Maintain effective external relations with public community and organization interests specifically in the development of reimbursement funding sources.
9. Analyze data and present ideas and information effectively.
10. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

**SPECIAL PERSONAL CHARACTERISTICS**

Willingness to live and work for extended periods, occasionally in primitive facilities, and sometimes isolated from communities. Demonstrated aptitude for commitment to education, training, personal and social development of both staff and corpsmembers; willingness to set an example for young people through attitude, ability, knowledge, attention to detail and pride of work; commitment to the conservation of natural resources; and willingness to work odd and irregular hours.

**ADDITIONAL DESIRABLE QUALIFICATIONS**

Associate of Arts Degree or equivalent to completion of two years of college, preferable with specialization in public business administration, environmental studies, and the social sciences or youth services administration. Experience in the operations or management of a youth or adult work experience and/or training and education program; experience in human resource programs; background in ecology and natural resource conservation; excellent communications skills; ability to take effective action under extreme pressure and/or during emergency situations; ability to effectively manage the operation and maintenance of facilities and grounds; ability to manage several priorities simultaneously; general knowledge of budget preparation and administration; knowledge of grant writing and reporting requirements; and knowledge of state and federal audit guidelines.

**ELIGIBLE LIST INFORMATION**

The names of successful candidates will be merged onto the existing list in order of final score, regardless of testing date. Eligibility expires **24 months** after it is established. Candidates must re-take the examination to re-establish eligibility.

**CAREER CREDITS**

Career credits will be added to the final score of all candidates who are successful in this examination and who qualify for these credits. **IF YOU RECEIVE VETERANS' PREFERENCE, YOU CANNOT ALSO RECEIVE CAREER CREDITS.**

**VETERANS' PREFERENCE**

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. For information on how to apply for Veterans' Preference, please see the general information section on this bulletin.

**QUESTIONS**

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

**PRE-EMPLOYMENT REQUIREMENTS**

**Successful candidates who receive a conditional offer of employment will be required to do the following before they can be appointed:**

**Class B License** – Provide evidence that a Class B license with a Passenger Transport Vehicle special endorsement has been obtained from the Department of Motor Vehicles (DMV).

**Pre-employment Drug Test** – Pass a drug test. In accordance with the Federal Highway Administration regulations (49 CFR, Part 382), persons hired to a class requiring a commercial driver license must take and pass a pre-employment drug test.

**Background Investigation** – Undergo fingerprinting and successfully pass a Criminal Offender Record Information check completed by the Department of Justice (DOJ) which may or may not also include a background check through the Federal Bureau of Investigations (FBI).

**Medical Exam**
A medical clearance exam is required for this classification.

## 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, or at 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) 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 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, nonpromotional 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:** Effective January 1, 2014 – 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 now be awarded 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.

**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 www.jobs.ca.gov and on the Application for Veteran's Preference Application form (CalHR 1093). Additional information is also available on the Department of Veterans Affairs website at www.cdva.ca.gov.

**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.