NOTICE OF CONTINUOUS TESTING CUT-OFF DATE

DEPARTMENT:	**CALIFORNIA CONSERVATION CORPS**
EXAM TITLE:	**CONSERVATIONIST I, CCC**
CUT-OFF DATE:	**FEBRUARY 12, 2016**
EXAM CODE:	**2CQ13**
EXAM BASE:	**OPEN, NON-PROMOTIONAL STATEWIDE**

The bulletin announcing the above examination is amended as follows:

The cut-off date for the Conservationist I, CCC exam is February 12, 2016

It is anticipated that the oral exam interviews will be held during:
March/April 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: 01/13/16

THE CUT-OFF DATE FOR THIS EXAMINATION IS FEBRUARY 12, 2016

STATE OF CALIFORNIA - CALIFORNIA CONSERVATION CORPS

CONSERVATIONIST I, 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 the examination, you may not retake it for 12 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. Applicants will be scheduled for the Qualifications Appraisal Panel (QAP) examination 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.

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 **C I Exam 2CQ13** 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 are 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 established and announced with adequate time for applicants to complete and submit an application before each administration of the examination.

The cut-off date for the next administration of this exam is **February 12, 2016.**

TESTING PERIOD

A candidate may be tested only once during any testing period. The testing period for this examination is **12 months**. Once you have taken the examination, you may not retest for a period of 12 months. Successful candidates will have **18 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

Range A: $2689 - $3272 **Range B: $3452 - $4272**

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.

POSITIONS

Positions exist statewide with the California Conservation Corps.

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.

EXAMINATION INFORMATION

Your application will be reviewed and evaluated to determine if you meet the MQs as described on this bulletin. Applicants who meet the MQs will be scheduled to appear for the examination. The examination will consist of a QAP oral exam interview weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

It is anticipated the exam interviews will be held in **March/April 2016.**

THE POSITION

This is the entry, working, and journey-level class. Under direction, incumbents are involved in, and responsible for supervising and working with a crew of corpsmembers on a variety of center activities and projects which includes a range of routine to the most difficult daily work projects. Assignments to this class may include, but are 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 of daily work projects; assist new corpsmembers to adjust to and understand center life and program expectations; teach projects and life skills; direct and counsel corpsmembers; recruit, train, supervise, and evaluate special 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 of corpsmember discipline; track corpsmember discipline; instruct corpsmembers in safety practices; 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 inspection and minor maintenance; assist in the development of corpsmembers; may supervise satellite programs including the purchase of supplies, tools, and equipment for satellite operations; deliver California Conservations Corps training to corpsmembers including, but not limited to, Blue Card Driver's Training, Flood Fighting Techniques, Fire Camp Support, First Aid/Cardiopulmonary Resuscitation (CPR); 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.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

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 have read, understood, and possess the minimum qualifications required.

A completed standard State Application (STD. 678) is <u>required</u> and must include: "to" and "from" dates (month/day/year), time base, and if applicable, civil service classification 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. Supervising experience must include the <u>number of staff supervised</u>, <u>the age range of staff</u>, and the <u>supervising duties performed</u>. Applications received without this information may not be accepted.

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, etc. For example, applicants 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**

<u>Education:</u> Equivalent to completion of the twelfth grade, **AND**

Either I

<u>Experience:</u> 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.

MINIMUM QUALIFICATIONS (Con't)

Or II

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.

Or III

Experience: Two 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; engaging corpsmembers in activities designed to transfer skills; or overseeing corpsmembers in recreational or educational activities.

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). Such experience must include direct responsibility for the discipline, direction and welfare of persons involved.

Or V

Experience: One year of experience as a licensed general or specialized contractor, including at least six months as a supervisor of a crafts/trades crew.

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. Building trades which may include basic carpentry, painting, plumbing, masonry, roofing, landscape gardening and fence construction.
2. Tool use and maintenance of power equipment and hand tools.
3. Natural resource work including principles and techniques of conservation, basic principles of energy conservation, trail building, tree falling, fish habitat restoration, fire and flood fighting, and camp support.
4. Basic principles of safety including wilderness safety issues, 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.
5. Recreational and social activities appropriate for youth from diverse cultural and economic backgrounds.
6. Effective communication skills.
7. Leadership development and a supervisor's responsibility to promote 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. 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 motivation inspiring them to establish and achieve personal goals.
4. Effectively organize and direct a work crew.
5. Hike difficult terrain in remote locations.
6. Establish and maintain effective working relationships with governmental agencies, private sector organizations, and with corpsmembers.
7. Resolve conflicts.
8. Evaluate corpsmembers and Special Corpsmembers.
9. Keep records and prepare written reports.
10. Analyze situations and take appropriate effective action.
11. Deal effectively with constructive criticism.
12. Conduct inspections of public service conservation work projects.

KNOWLEDGE & ABILITIES (Con't)

13. Communicate effectively.
14. Recognize alcohol and drug issues and counsel young adults at risk including substance abuse prevention.
15. Accurately report corpsmembers hours worked and leave usage.
16. Supervise and coordinate volunteers, internship programs, and/or satellite operations.
17. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
18. Effectively balance the goals of corpsmember training and development with reimbursement project development and completion.

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; and willingness to set an example for young people through attitude, ability, knowledge, attention to detail, and pride of work.

ADDITIONAL DESIRABLE QUALIFICATIONS

Knowledge of small engine power equipment; building trades; methods of group work; gang awareness; teaching and counseling techniques; foster care issues; familiarity with education programs; basic guidelines and standards for conducting effective group meetings; substance abuse intervention techniques; and basic plant, natural resources, and wildlife ecology.

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 **18 months** after it is established. Candidates may re-take the examination to re-establish eligibility after **12 months**.

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.