



FORESTER II (SUPERVISORY)

Exam Code: 3FS0102

Department(s):	Department of Forestry & Fire Protection
Opening Date:	5/24/2013
Closing Date:	6/21/2013
Type of Recruitment:	Departmental Open and Promotional
Salary:	MONTHLY-RANGED-SALARY \$5870.00 - \$7419.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	Statewide

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or 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?

Any applicant who meets the minimum qualifications as of **June 21, 2013**, the final filing date, may apply for the examination on an open basis. Applicants applying on a promotional basis must have a permanent civil service appointment with the Department of Forestry and Fire Protection (CAL FIRE) as of **June 21, 2013**, the final filing date.

FILING INSTRUCTIONS

Final Filing Date: **June 21, 2013**

Examination/Employment Application (STD. 678) is available at the California Department of Human Resources' website at www.jobs.ca.gov. Examination/Employment Application (STD. 678) may be submitted by mail or delivered in person.

Note: Applications **will not** be accepted via e-mail.

MAIL:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Tiffany Harris)
P.O. Box 944246
Sacramento, CA 94244-2460

SUBMIT IN PERSON:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Tiffany Harris)
1300 U Street
Sacramento, CA 95818

If you meet the entrance requirements for this classification and the Forester I (Nonsupervisory) classification scheduled for the same time frame, you may file for one or both examinations on a single application. Put the title(s) of each examination(s) you wish to take on the application. Applications postmarked or personally delivered after the final filing date, **June 21, 2013**, will not be accepted for any reason.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application and/or contact the Department of Forestry and Fire Protection at (916) 445-7801.

SALARY INFORMATION

\$5870.00 - \$7419.00

ELIGIBLE INFORMATION

A Departmental open and promotional list will be established for the Department of Forestry and Fire Protection. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by **June 21, 2013**, the final filing date.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS

License Requirement: Possession of a valid license as a Registered Professional Forester issued by the California State Board of Forestry and Fire Protection.

and

EITHER I

Experience: Two years of experience in the California state service performing forest, range, or watershed management duties in a class comparable in level to a Forester I (Nonsupervisory).

OR II

Experience: Three years of experience in forestry work requiring professional skill involving management of a forest area, management of forest resources, appraisal of forest resources, forest engineering, regulating forest practices, controlling forest pests, reforestation or tree nursery production, urban forestry, or range and watershed management duties. (Graduate work in forestry may be substituted for up to one year of the required experience on a year-for-year basis.)

and

Education: Equivalent to graduation from college with specialization in forestry, range management, or a closely related natural resource field. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)

NOTE: APPLICANTS MUST ATTACH TO THE EXAMINATION APPLICATION STD. 678, A COPY OF THEIR VALID LICENSE AS A PROFESSIONAL FORESTER ISSUED BY THE CALIFORNIA STATE BOARD OF FORESTRY, PROFESSIONAL FORESTERS REGISTRATION.

APPLICANTS QUALIFYING UNDER PATTERN II ABOVE MUST ATTACH TO THE EXAMINATION APPLICATION STD. 678, A COPY OF THEIR COLLEGE TRANSCRIPT(S) INDICATING THEIR DEGREE AND/OR SPECIFIC COURSEWORK AND UNITS COMPLETED WITH SPECIALIZATION IN FORESTRY, RANGE MANAGEMENT, OR A CLOSELY RELATED NATURAL RESOURCE FIELD. APPLICANTS ATTENDING MORE THAN ONE COLLEGE OR UNIVERSITY SPECIALIZING IN THE APPROPRIATE COURSEWORK NOTED ABOVE, MUST SUBMIT INDIVIDUAL TRANSCRIPTS FOR ALL APPLICABLE COLLEGES AND/OR UNIVERSITIES.

APPLICANTS WHO HAVE EXPERIENCE WITH THE UNITED STATES FOREST SERVICE (USFS) MUST LIST ON THE EXAMINATION APPLICATION STD. 678, THEIR OFFICIAL CLASSIFICATION TITLE(S) AND GS LEVEL(S).

POSITION DESCRIPTION

Foresters II (Supervisory) perform the more difficult, sensitive, and complex professional forestry duties in connection with forest, range, watershed management, protection, and planning, and interpret, develop, and implement regulations and policy to ensure consistent application. In units with large Resource Management staffs, Foresters II (Supervisory) supervise two or more staff, which may include Foresters I (Nonsupervisory), Forestry Assistants or Forestry Technicians, and fire protection and prevention staff. At the largest State Forest, Foresters II (Supervisory) serve as supervisors in charge of a segment of State Forest operations. In region offices and at units with large resource management staffs, Foresters II (Supervisory) serve as THP Review Team Chairpersons. In region offices and headquarters, Foresters II (Supervisory) supervise staff in performing the activities of a major resource management, resource assessment, fire risk assessment, or planning program. This level may also be involved with the drafting and development of policy and regulations for the Department. Incumbents with appropriate training, ICS qualifications, experience, and certifications may serve in emergency assignments.

EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **August/September 2013**.

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

KNOWLEDGE, SKILLS AND ABILITIES

Scope:

A. Knowledge of:

1. Department policies, procedures, and strategies to understand and accomplish the mission of the Department.
2. Natural sciences to ensure environmental analysis and project implementation.
3. Forest and range inventories to collect and analyze information.
4. Forest mensuration to collect and analyze information.
5. Forest and range appraisal to collect and analyze information.
6. Land surveying to locate property features.
7. Mapping methods and practices to delineate and interpret mapping data.
8. Timber harvest methods and practices to ensure equipment and practices are utilized to protect all forest resources.
9. Integrated pest management concepts, methods and identification of forest and range pests to protect resources.
10. Reforestation practices and principles to ensure adequate regeneration of forestlands.
11. Identification and protection process for cultural resources to ensure their preservation.
12. Vegetation management to reduce fuel loading and manage fire potential.
13. Environmental effects from land management and incident related activities and mitigation measures necessary to protect forest resources and health and safety of personnel and the public.
14. Watershed management and erosion control methods to protect forest resources.
15. Local, State and Federal environmental forest, and fire laws, and Department policies and procedures to ensure compliance and enforcement for public safety and environmental protection.
16. Forest road engineering for the development and review of a transportation and harvesting system to ensure compliance with public safety standards and environmental regulations.
17. Photogrammetry and remote sensing imagery to gather information on various resources for analysis and resource planning.
18. Forest measurement tools used for field measurements of trees and slope of the ground for accurate recording of data.
19. Forest economics and forest product valuation to evaluate financial feasibility of forest activities.
20. Forest product utilization to maximize use and minimize waste of forest resources pursuant to State law and Board of Forestry and Fire Protection policies.

21. Supervisory roles and responsibilities under the Ralph C. Dills Act to ensure employee rights to union participation and representation are protected.
22. Health and Safety laws and Department policy to maintain a safe working environment.
23. Budget and purchasing practices in order to track expenditures and maintain budget controls to meet operational needs.
24. Department supervision policy and procedures to ensure employees perform at a level to maximize program effectiveness.
25. Mathematics and statistics to complete various Department projects.
26. Maintenance, application, and replacement of personal protective equipment to ensure personal safety.
27. Signs and symptoms of substance abuse to recognize abuse and take appropriate corrective action that ensures a safe and drug-free work environment.
28. Employment interviewing procedures used to select and/or hire candidates.
29. Employee Support Services programs for employees having personal or work-related problems to inform employees of services available to assist them.
30. Department attendance and leave standards to accurately maintain employee records and ensure compliance with policies and regulations.
31. Specialized computer software programs for analyzing and managing various types of geographically referenced data.
32. Two-way radio transmission and operation for effective communication and exchange of information.
33. Incident management organization, standards and management practices for emergency preparedness among Federal, State, and local agencies for public safety.
34. Criminal, civil, and administrative law to ensure public safety and environmental protection.
35. Care, maintenance, use, administration, and replacement of mobile equipment to ensure safe and reliable equipment operation.
36. Board of Forestry and Fire Protection's policies and the Administrative Procedures Act to guide the development of new policies and regulations and effectively accomplish the Department's mission.
37. Appropriate use of firefighting and other hand and power tools to maintain a safe working environment.
38. Fire behavior to employ appropriate suppression strategies and tactics to meet the Department's mission of safety and protection of the public and natural resources.
39. Fire prevention programs and regulations to reduce fuel loading and ignition sources to oversee programs to create fire-safe landscapes and provide for public safety.
40. First aid and outdoor skills to maintain a safe working environment and to provide for public and employee safety.
41. Principles of organizational management and program administration to provide efficient and effective program delivery.
42. State and Federal laws and Department policies to provide resources to employees and ensure compliance.
43. Forestry assistance programs administered by the Department.

B. Skill to:

1. Operate computers and software programs effectively to provide accurate reports and information exchange with Department employees and other public/private entities.
2. Operate, demonstrate, and direct the use of hand tools, power tools, and firefighting tools to conduct surveys, inventories, measurements, observations and other field work in a safe and effective manner.

C. Ability to:

1. Supervise the work of others in order to plan, organize, direct, control, and evaluate employees' performance to ensure efficient, safe, and effective completion of assignments.
2. Work effectively in a team to complete tasks, event/incident planning, problem solving and decision making.
3. Gather, compile and apply information and data from various sources for the purpose of research, decision making, and developing action plans, for inclusion in written and oral reports, communication and completion of assignments.
4. Develop and communicate requirements and specifications for contracts and grants and evaluate performance.
5. Identify and evaluate vegetation conditions in order to determine which appropriate management practices to apply.
6. Perform arduous tasks in extreme conditions over extended periods to accomplish the responsibilities of the Department.
7. Prepare accurate and concise reports and correspondence for an effective job performance.

8. Testify as a witness or expert witness utilizing subject matter expertise to accomplish the goals of the Department.
9. Identify the need to consult with experts outside your area of expertise to accomplish the responsibilities of the Department.
10. Evaluate, review, analyze, and apply information and technical data to make sound decisions and solutions.
11. Read, write and speak English to effectively exchange information and accomplish daily tasks.
12. Work effectively with others at a level for successful job performance.
13. Determine and establish priorities for the completion of assignments.
14. Function in stressful situations or emergencies to accomplish the responsibilities of the Department.
15. Safely travel for long distances for extended periods of time to accomplish the responsibilities of the Department.
16. Work long and arduous hours to accomplish the responsibilities of the Department.
17. Work independently, make decisions, and take appropriate action with little or no direction in emergency and non-emergency situations.
18. Perform arduous and physically demanding work in all weather conditions and terrain to meet the demands of the Department's mission.
19. Successfully pass Department physical examination to accomplish daily activities.
20. Operate vehicles in adverse operating conditions to accomplish daily activities.
21. Tactfully and diplomatically arbitrate conflicts between opposing viewpoints to provide a productive and safe work environment.
22. Hear adequately within speech frequencies to accomplish daily tasks.
23. See adequately to perform the required duties of the job.
24. Adjust to a changing work environment to accomplish daily tasks.
25. Perform peace officer/public officer duties to accomplish the responsibilities of the Department.
26. Read and interpret reference manuals, training materials, policies, procedures, laws and regulations, reports, maps, and data and correspondence to acquire knowledge and effectively perform required job duties.
27. Develop and deliver presentations for the purpose of information exchange, education of employees, management, and Department needs.
28. Interpret and explain codes, rules and CAL FIRE policies and procedures.
29. Effectively develop, evaluate and communicate performance standards and expectations to ensure staff accomplishes the responsibilities of the Department.

VETERANS PREFERENCE

Veterans' preference credits are not granted in this examination.

CAREER CREDITS

Career credits are not granted in this examination.

DISTINGUISHING CHARACTERISTICS

SPECIAL PERSONAL CHARACTERISTICS

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. Willingness to wear job-required attire, protective clothing, and other safety equipment; willingness to take direction from a subordinate at an emergency incident; willingness to adhere to Department grooming standards and maintain personal hygiene; willingness to maintain strength, agility, and endurance to perform job assignments; willingness to work with inmates and wards; willingness to work long and irregular hours under stressful conditions, in remote parts of the State, and during the fire season, to remain available for duty assignments 24 hours a day as required; ability to meet physical and medical standards established by the Department of Forestry and Fire Protection; color vision and visual acuity sufficient to perform the duties of the position; ability to perform and exercise good judgment under emergency or other stressful situations; and ability to operate specialized equipment (e.g., personal computers, audio visual, fire apparatus, vehicles, and camera).

CONTACT INFORMATION

Department of Forestry and Fire Protection
P.O. Box 944246
Sacramento, California 94244-2460
(916) 445-7824

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)
STS is Speech-to-Speech Service for persons with a speech disability and is reachable at
1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

DISCLAIMER

Please go to the following website to review the official California Department of Human Resources (CalHR) class specification: <http://www.calhr.ca.gov/state-hr-professionals/pages/1054.aspx>

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 445-7801, three days prior to the written test date if he/she has not received his/her notice of appointment.

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

If a candidate's notice of oral interview or performance test fails to reach him/her three days prior to their scheduled appointment 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. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available online at CalHR, local offices of the Employment Development Department and the testing Department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing Department 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 competitors will be notified.

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 classification. 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.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at Departmental personnel offices or www.jobs.ca.gov.

If High School Equivalence is Required: 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 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; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested these points by mail. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (STD. Form 1093), which is available at www.jobs.ca.gov or the Department of Veterans Affairs.

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 requirement 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 service status in the appropriate section of the Examination/Employment Application. (STD. 678).

Felony Disqualification: You are disqualified from being employed as a peace officer if: 1) you have been convicted of a felony in California or any other State; 2) you have been convicted of any offense in any other State which would have been a felony if committed in California; 3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; 4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): 1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; 2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; 3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

Confidentiality and Security: Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in State civil service.