



FORESTRY ASSISTANT II

Exam Code: 4FS13

Department(s):	Department of Forestry & Fire Protection
Opening Date:	12/15/2014
Closing Date:	01/14/2015
Type of Recruitment:	Open - Nonpromotional
Salary:	Please see below for salary information
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

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.

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?

Applicants who meet the minimum qualifications. This is an open-nonpromotional examination. Applications will NOT be accepted on a promotional basis.

FILING INSTRUCTIONS

Final Filing Date: **January 14, 2015**

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.

MAIL:

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

SUBMIT IN PERSON:

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

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

Applications postmarked or personally delivered after the final filing date, **January 14, 2015**, will not be accepted for any reason.

RECRUITMENT SURVEY

As part of the application process, please follow [this web link](#) to complete a recruitment survey. If you are viewing this in paper form, visit the following website at http://calfire.ca.gov/about/about_careers_exams.php.

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) 445-7824.

SALARY INFORMATION

Range A \$3904 - \$4933

Range B \$4285 - \$5414

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B.

Range B. This range shall apply to incumbents in positions approved by the Department of Personnel Administration's and the State Personnel Board's staff as having regular, direct responsibility for work supervision, on the job training, and work performance evaluation of at least two inmates, wards or resident workers who substantially replace civil service employees for a total of at least 173 allocated hours of inmates', wards', or resident workers' time per pay period.

This range may also apply to employees in positions approved by the Department of Personnel Administration's staff as having direct supervisory responsibility over incumbents who meet the conditions stated above.

Exception: Employees in classes that are eligible for the Institutional Worker Supervision Pay (IWSP) Differential shall not be eligible for Alternate Range B.

ELIGIBLE INFORMATION

A Departmental eligible 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 **January 14, 2015**, 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

Qualifying experience may be combined on a proportionate basis if the requirements stated 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 the examination as meeting 100% of the overall experience requirement.

"Either" I

Three years of experience in California state service performing the duties of a Forestry Assistant I. (Candidates who are within six months of meeting experience requirements may take the examination but cannot be appointed until they have obtained the required experience.)

"Or" II

Five years of progressively responsible resource management experience. (Qualifying experience includes: reforestation, timber harvest operations, urban forestry, or other related forestry work; environmental protection work; fire control experience in the California Department of Forestry, of which a minimum of two years must have been at a level of responsibility equivalent to the class of Fire Apparatus Engineer.)

"Or" III

Education: Equivalent to graduation from college with a degree in forestry, natural resource management, conservation, or a closely related subject. (Registration as a senior will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Note: Applicants qualifying under Pattern III above must attach a copy of their four-year degree or a copy of their transcripts indicating the degree was obtained with the required coursework.

POSITION DESCRIPTION

This is the first working level in the series. Incumbents assist Foresters and State Forest Rangers in performing the most complex technical assignments in resource management and assume lead responsibility over lower level technicians. They may also perform as specialists responsible for a specific segment of a program area. As part of the Department's emergency response team, during fire season incumbents will perform fire control or other emergency duties for which they have been trained at a level of responsibility comparable to the classification of Fire Captain and may occasionally perform such assignments at other times. Rotation in assignments at this level is planned experience for employee development.

Incumbents at this level will be encouraged to pursue formal academic course work and will be enrolled in "Continuing Education for Foresters" as necessary to enhance job performance and career advancement. In addition, persons entering State service at this level will, as necessary, receive in a timely manner and prior to working in emergency assignments, all training specific to the Forestry Technician and Forestry Assistant I levels. One of the requirements for permanent status in this class is successful completion of the required training.

EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **March/April 2015**.

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. Knowledge of the California Forest Practice Act to promote sustainable forest and resource protection.
2. Knowledge of the California Urban Forestry Act and associated principles to promote sustainable urban forests.
3. Knowledge of the California Environmental Quality Act to identify the significant environmental impacts of forestry and other projects on the natural resources of California.
4. Knowledge of the different species of trees and plants (e.g., botany, dendrology) for correct identification to apply to forest management and to assist and educate the public.
5. Knowledge of silvicultural practices for controlling the establishment, growth, composition, and health of forests.
6. Knowledge of forest mensuration science to measure the contents of standing and felled timber to estimate growth and yields as it applies to forest management.
7. Knowledge of the process of a timber harvest plan to assist the Registered Professional Forester in preparing the plan for harvesting purposes.
8. Knowledge of environmental review processes for State and Federal laws (e.g., California Environmental Quality Act, National Environmental Protection Act, Endangered Species Act) for compliance with State and Federal environmental documentation laws.
9. Knowledge of fire behavior sufficient to employ appropriate suppression strategies and tactics to meet the Department's mission to provide safety and protection of the public and natural resources.
10. Knowledge of landowner assistance programs to assist individual landowners with land management planning.
11. Knowledge of forest measurement tools (e.g., diameter tape, Biltmore stick, clinometer) used for field measurements of trees and slope of the ground for accurate recording of data.
12. Knowledge of mapping methods and practices to accurately interpret mapping data for use in Resource Management, forest practice, and fire suppression.
13. Knowledge of forest engineering (e.g., road layout, watercourse crossings, harvesting methods) for assisting the Registered Professional Forester in developing a harvesting system.
14. Knowledge of tree nursery production (e.g., seeds, collection, processing) and seedling distribution to accomplish reforestation for the private sector and the natural resources of California.

15. Knowledge of reforestation practices and principles to ensure adequate regeneration of forestlands.
16. Knowledge of various forest harvesting methods and practices (e.g., tractor logging, cable logging) to ensure that equipment and practices are utilized to protect all forest resources from misuse.

B. Ability to:

1. Ability to complete work commitments timely and efficiently.
2. Ability to identify job related problems that may impact work performance and present solutions to minimize interruptions to operations.
3. Ability to lead others in daily assignments through example.
4. Ability to gather and analyze facts and data to provide effective reports and communications.
5. Ability to read and write in English to effectively exchange information and accomplish daily tasks.
6. Ability to comprehend and orally communicate in English to exchange ideas and accomplish daily tasks.
7. Ability to work in emergency and non-emergency situations to accomplish the Department's mission.
8. Ability to work in a team environment to accomplish problem solving and decision making.
9. Ability to communicate effectively with employees and management to exchange information and accomplish daily activities.
10. Ability to work cooperatively with other entities and agencies.
11. Ability to prepare concise, accurate, and well written reports and correspondence.
12. Ability to follow oral and written directions to accomplish daily tasks.
13. Ability to work independently, make decisions, and take appropriate action with little or no direction in emergency and non-emergency situations.
14. Ability to assess technical and administrative data to develop reports, briefings, and other documents.
15. Ability to implement the applicable safety practices, policies, and procedures for workplace safety and protection.
16. Ability to conduct complex technical assignments with minimal guidance while following all Department safety standards.
17. Ability to use firefighting and other hand and power tools (e.g., Pulaski, chainsaw, Mcleod) for forestry work and wildland firefighting sufficient to maintain a safe working environment.
18. Ability to communicate with the public and staff to represent the mission of CAL FIRE.
19. Ability to maintain databases for record keeping and inventory purposes.
20. Ability to read and interpret maps (e.g., topographical, road maps, watershed maps) for navigation and project planning purposes.
21. Ability to perform arduous and physically demanding work in all weather conditions and terrain to meet the demands of the Department's mission.
22. Ability to recognize hazardous situations (e.g., marijuana plantations, animals, hazardous trees, dangerous surroundings) to avoid personal injury.
23. Ability to read and interpret reference manuals, training materials, data, and correspondence to acquire knowledge essential to the performance of the job.
24. Ability to identify and evaluate vegetation conditions to determine appropriate management practices to apply.
25. Ability to remain calm and perform effectively in high stress situations to perform job duties.

VETERANS PREFERENCE

Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, 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 veterans' 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.

CAREER CREDITS

Three career credits will be added to the final score of all competitors in this examination who qualify for the credits and attain a passing mark on the examination. (See "General Information" on this bulletin for information regarding career credits.)

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work long and irregular hours, to work in remote parts of the State, to work on Sundays and holidays, and during the summer season to remain on duty 24 hours a day, as required, restricted to duty assignments; adaptability, tact, and neat personal appearance; wear job-required uniform and personal protection equipment; maintain required Department grooming standards; implement Department policies and regulations; maintain and improve knowledge through continued education; accept increasing responsibility within the job classification; maintain physical fitness to perform arduous job duties; work in adverse conditions in emergency and non-emergency situations.

SPECIAL PHYSICAL REQUIREMENTS

Hearing, physical strength, dexterity and agility necessary to perform the duties of the position; and aptitude and liking for forestry work.

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles.

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/1085.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: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will 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 Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and 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.