



Fish and Game Assistant Chief (Departmental Promotional) Continuous Examination

INTRODUCTION

Why not work to benefit California's environment? Want to work with dedicated people who value and enjoy their work?

Our employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend. Join us and begin a meaningful new career.

For more information on the State examination and hiring process, visit the Department of Fish and Wildlife website at <https://www.wildlife.ca.gov/Employment>.

EQUAL OPPORTUNITY EMPLOYER

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 specialtrust placed in public servants.

WHO SHOULD APPLY?

1. Applicants must have a permanent civil service appointment with the Department of Fish and Wildlife as of the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

Applicants who meet the minimum qualifications as stated on this bulletin may apply for this examination.

Once you have taken this examination, you may not retake it for six (6) months.

FILING INSTRUCTIONS

EMAILED APPLICATIONS ARE PREFERRED. Submit your completed EXAMINATION/EMPLOYMENT APPLICATION (STD. 678) along with any required educational documentation (if applicable) via email at examsubmission@wildlife.ca.gov

Please include the Exam Code and the Title of the Examination in the subject line of your email. The Examination/Employment Application (STD. 678) is available through your CalCareer Account or the internet at <https://jobs.ca.gov/pdf/STD678.pdf>. Once your application has been received and verified, you will be emailed the link to the Training and Experience Questionnaire. Please be sure to include your current email address on your application. Applications may be by mail. Incomplete applications will not be accepted.

Due to the recent impact of the COVID-19 and for the safety of our employees and customers, the drop off locations for applications will be temporarily closed. In order to ensure we receive your application, please send your application certified mail to the mailing address indicated on the announcement. The State Examination Application (Form STD. 678) may be filed by mail at:

**California Department of Fish and Wildlife
Attention: HR – Recruitment and Selection Unit
P.O. Box 944209
Sacramento, CA 94244**

Completed applications and all required documents must be received in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining filing of an application.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application. The exam unit will contact you to make specific arrangements.

SALARY INFORMATION

\$9,430 - \$12,847

POSITION STATEMENT

The Fish and Game Assistant Chief, under general direction will supervise an assigned staff; provide high level assistance on extremely sensitive wildlife protection matters; enforce laws, rules, and regulations; ensure that the wildlife protection mission is accomplished; promote uniform application of policies, laws, and regulations; review recommendations for legislative bills; review reports and correspondence for impact on the wildlife protection function; act as a liaison with other agencies and organizations on wildlife and law enforcement matters; supervises and has full responsibility over major statewide programs which have strong legislative or political interest, major law enforcement concerns, major public concern and awareness, extensive media coverage, and multi-agency involvement; develop policy; assist in law and regulation changes; assist in budget preparation and assess budget requests; coordinate program activities with other

functions; keep management informed of extremely significant law enforcement issues and problems; and represent the Branch Chief in his/her absence.

ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the Department of Fish and Wildlife. This examination will be administered on a continuous basis. Eligibility expires 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Competitors will have the option of retesting after a 6-month period. Competitors choosing to retest and who are successful in the examination will be merged onto the list in order of final score regardless of date. The highest score takes precedence regardless of examination date.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the minimum qualifications by the application submission date.

ADDITIONAL REQUIREMENTS

DISQUALIFICATION

Existing law provides that persons convicted of a felony or convicted of a misdemeanor crime of domestic violence are disqualified from employment as peace officers. Such persons are not eligible to compete for or be appointed to positions in these classes.

You are disqualified from being employed as a peace officer under Government Code 1029 if (1) you have been convicted of a felony in this State 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 this State; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been found not guilty by reason of insanity of any felony; (5) you have been determined to be a mentally disordered sex offender; or (6) you have been addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution.

You are disqualified from being employed as a peace officer under the Gun Control Act (GCA) of 1968 as amended by the Federal Omnibus Consolidated Appropriations Act of 1997, which makes it unlawful for any person convicted of a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. A misdemeanor crime of domestic violence means an offense that (1) is a misdemeanor under Federal or State law; and (2) has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim. This definition includes all misdemeanors that involve the use or attempted use of physical force and is true whether or not the State statute or local ordinance specifically defines the offense as a domestic violence misdemeanor.

Use of "hard" drugs (e.g., heroin, cocaine, or hallucinogenic) subsequent to applicant's 18th birthday and prior to his or her twenty-third birthday, shall be grounds for disqualification from the examination unless 5 years elapsed from the date of the disclosed or revealed use of the drug. If any such disclosed or revealed use has occurred on or after the applicant's twenty-third birthday, he or she shall be disqualified from the examination in which he or she is competing until 10 years have elapsed from the date of the disclosed or revealed use. The disqualification period shall begin on the date that the drug was used, and not on the date that the drug use was disclosed or revealed.

MINIMUM QUALIFICATIONS

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", "II", or "III", etc. for example, candidates possessing qualifying experience amounting to 50% of the required time in 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.

Applications and any attached resumes require employment history information including "to" and "from" dates (month/day/year), time base, and if applicable, civil service class titles. Applications and any attached resumes received without this information MAY BE REJECTED BECAUSE OF INCOMPLETE INFORMATION.

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment. **And**

Education: Equivalent to completion of two years (60 semester units) of college with 18 semester units in the biological sciences, police science or law enforcement, natural resources conservation, ecology, or related fields. (Students who have 30 semester units of college and have 18 semester units completed in the required or related fields, will be admitted to the examination, but must produce evidence of completion of 60 semester units before they can be considered eligible for appointment.) **And**

EITHER I

Successful completion of a California POST accredited Law Enforcement Academy, possession of a valid California POST basic peace officer certificate, and currently employed as a peace officer within the State of California at time of application.

OR II

Successful completion (within the last 12 months) of a California POST accredited law enforcement academy prescribed by the Department of Fish and Game, and possession of a valid California POST basic academy certificate. **And**

EITHER I

Two years of experience in California state services performing the duties of a peace officer class at a level of responsibility equivalent to that obtained in the class of Fish and Game Captain.

OR II

Four years of experience in the California state service performing the duties of a peace officer class at a level of responsibility equivalent to that obtained in the class of Fish and Game Lieutenant (Specialist) or Fish and Game Lieutenant (Supervisor).

EXAMINATION INFORMATION

Training and Experience Questionnaire - Weighted 100%

This examination consists of a Training and Experience Questionnaire and is the sole component of the examination. To obtain a position on the eligible list, you must attain a minimum rating of **70%**.

COMPETITORS WHO DO NOT COMPLETE THE TRAINING AND EXPERIENCE QUESTIONNAIRE WILL BE DISQUALIFIED.

Applicants who meet the minimum qualifications for the Fish and Game Assistant Chief will be sent a link through email to complete the Training and Experience Questionnaire.

PREPARING FOR EXAMINATION

Below is a list of suggested resources to have available prior to taking the exam.

EMPLOYMENT HISTORY: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

EDUCATION: School names and addresses, degree earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

TRAINING: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Investigation techniques and procedures.
2. Rules of evidence and court procedures.
3. Laws of arrest, search and seizure, and legal rights of citizens, and service of legal process.
4. State and applicable Federal laws.
5. Basic principles and techniques of natural resources management.
6. Habits, life histories, ecological relationships, and geographical distribution of sport and commercial fishes and wildlife in California.
7. Sport and commercial fishing and hunting practices and equipment.
8. Current court decisions.
9. Provisions of the Fish and Game Code and other laws, rules, regulations, and policies relating to the conservation and protection of fish, wildlife, and their habitat in California.
10. Instruction in the care and use of firearms and equipment.
11. Basic supervision.
12. A manager's/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 including the Bilingual Services Program, Limited Exam and Appointment Program (LEAP), Reasonable Accommodation, and discrimination complaint process.
13. Principles and techniques of personnel management.
14. In service training.

Ability to:

1. Gather and analyze facts.
2. Reason logically, draw valid conclusions, and make appropriate recommendations.
3. Follow instructions.
4. Communicate effectively and write clearly and concisely.
5. Establish and maintain effective working relationships with those contacted in the work.
6. Learn rules and regulations.
7. Interpret, apply, and enforce fish and game laws.
8. Read and interpret maps.

9. Analyze situations accurately, think and act quickly in emergencies, and take effective action.
10. Establish and maintain tactful and effective relations with the public.
11. Learn safety and proficiency with firearms, peace officer protective equipment and otherequipment used on the job.
12. Administer first aid treatment.
13. Assist in the interpretation and application of biological information and laws and regulations tospecific situations.
14. Participate effectively in investigations and interviews.
15. Work on field assignments without close supervision and primarily on own initiative.
16. Train and act as a lead over new Fish and Game Wardens.
17. Prepare accurate and concise reports.
18. Implement specific programs.
19. Direct or conduct complex investigations of fish and game law violations.
20. Coordinate required training.
21. Supervise and direct work.
22. Evaluate employee performance.
23. Conduct and coordinate internal affairs investigations.
24. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment including the Bilingual Services Program, Limited Exam and Appointment (LEAP), Reasonable Accommodation, and discrimination complaint process.
25. Plan, conduct, and evaluate training programs.
26. Implement programs to protect fish and wildlife resources.
27. Assist in budget preparation.
28. Coordinate special enforcement activities.

SPECIAL REQUIREMENTS

CITIZENSHIP REQUIREMENT

Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or be a permanent resident alien who is eligible for and has applied for U.S. citizenship.

Denial of an application for citizenship shall result in termination of employment.

DRUG TESTING REQUIREMENT

Applicants for positions in this class are required to pass a drug screening test. Drug testing of current State employees who are applicants in an examination or who are transferring is permittedonly if the person does not have current appointment to a class for which drug testing is a requirement.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work unusual hours and on Saturdays, Sundays, and holidays; willingness to live and work throughout the State; satisfactory record as a law-abiding citizen; neat personal appearance; tact; reliability; keenness of observation; and interest in and aptitude for fish and wildlife conservationand law enforcement work.

ADDITIONAL DESIRABLE QUALIFICATIONS

Ability to use word processing software on personal computers; ability to make minor vehicle repairs when service is not available; and ability to safely operate fish and wildlife vessels.

VETERANS' PREFERENCE

Veterans' Preference credit is not granted in promotional examinations.

CONTACT INFORMATION

If you have any questions concerning the Fish and Game Assistant Chief Examination or the testing process, you may contact the Department of Fish & Wildlife, Human Resources Branch at (916) 653-8120, email exams@wildlife.ca.gov, or visit the Department of Fish & Wildlife website at www.wildlife.ca.gov.

GENERAL INFORMATION

For Examinations Without a Written Feature: If you haven't received your examination or progress notice four weeks after the filing date, it is your responsibility to contact the Department of Fish and Wildlife, Human Resources Branch at (916) 653-8120.

Remember Examinations are Competitive

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you aren't assured a place on the eligibility list. Your performance in the examination is compared to established rating criteria. All candidates who pass are ranked according to their scores.

Applications are available at www.jobs.ca.gov/pdf/std678.pdf, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department and the testing department on this job bulletin.

General Qualifications for all Examinations: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. 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.

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.

Miscellaneous Information:

The Department of Fish and Wildlife 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 law and rules and all competitors will be notified.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

California Relay (Telephone) Service for the Deaf or Hearing-Impaired

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922