



Oil Spill Prevention Supervisor I

Departmental Open

FINAL FILING DATE – CONTINUOUS

CUT-OFF DATE: JANUARY 12

INTRODUCTION

Department of Fish and Wildlife employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend

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?

Candidates who meet the minimum qualifications as stated below may apply for this examination once in a 12-month period.

FILING INSTRUCTIONS

Cut-off Date: January 12

The State Examination Application (Form STD 678) may be filed in person or by mail at:

DROP OFF:

Department of Fish and Wildlife
Attention: Exam Unit
1416 Ninth Street, Room 1217-B
Sacramento, CA 95814

MAIL TO:

Department of Fish and Wildlife
Attention: HR – Exam Unit
P.O. Box 944209
Sacramento, CA 94244

Applications must be POSTMARKED no later than the Cut-off Date for the current administration. Applications postmarked, personally delivered, or received via inter-office mail after the Cut-off Date for the current administration will be held until the next administration.

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

\$5615 -\$7048

POSITION STATEMENT

This is the first supervisory level in the series over professionals at the Specialist or Assistant levels. Under direction, the Supervisor I will plan, organize, prioritize, direct and review the work of employees performing oil spill prevention and response activities; monitor, train and evaluate employees; respond to oil spills, assist in investigations and provide technical expertise; review EIRs associated with the more complex oil spills; ensure timely completion of program objectives and special studies; coordinate the scheduling of and participate in drills; review and make recommendations to improve procedures and policies; complete special projects for the Administrator; interact with major oil companies, Coast Guard, other governmental entities and agencies; testify before the various legislative bodies.

ELIGIBLE LIST INFORMATION

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. This examination will be administered on a continuous basis. Competitors will have the option of retesting after a 12-month testing period. Competitors choosing to retest and who are successful in the examination will be merged into 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 Cut-Off Date listed in this announcement.

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 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.

EITHER I: Two years of experience in California State service performing the duties of a class with a level of responsibility equivalent to an Oil Spill Prevention Specialist.

OR II: Three years of experience in California State service performing the duties of a class with a level of responsibility equivalent to an Oil Spill Prevention Assistant.

OR III: Five years of progressively responsible experience in marine pollution research or in the development of marine environmental programs involving contact with governmental agencies and/or marine environmental groups, at least three years of which shall have included experience involving the management or supervision of any type of petroleum transportation activity, such as marine terminal operations, vessel shiphandling, marine engineering, marine safety, marine surveying, marine fire fighting and salvage, marine pollution prevention and response, shipboard systems and/or related fields

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.**

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.**

The Training and Experience Questionnaire will be mailed to those candidates who meet the minimum qualifications approximately three to four weeks after the Cut-off Date for the current administration.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Oil transfer operations among tank vessels, marine facilities, pipelines and mobile transfers
2. Marine engineering
3. Shiphandling
4. Bunkering and lightering procedures
5. A vessel mobile transfer unit
6. Marine/non-marine facility oil spill contingency plan components
7. Marine/non-marine oil spill pollution prevention and response equipment and methodologies
8. Marine/non-marine oil spill drills and exercise design and evaluation
9. Federal and State regulations relating to oil spill prevention and response
10. Basic investigative procedures
11. The Incident Command System
12. Safe work practices associated with hazardous conditions
13. Vessel traffic service systems
14. The Marine Exchange organizations
15. Pilotage issues
16. Tug escort capabilities and regulations
17. Federal and State petroleum pipeline regulations
18. The State legislative and regulatory process
19. Basic supervision
20. The State's collective bargaining contracts
21. The Department's hiring procedures
22. The Department's equal employment opportunity program objectives
23. A manager's / supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and 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 / sexual harassment complaint process

Ability to:

1. Review and develop oil spill contingency plans
2. Respond to field questions regarding oil spills
3. Analyze, evaluate information and make recommendations
4. Communicate effectively
5. Meet work deadlines
6. Prepare clear, concise, complete and technically accurate reports
7. Establish and maintain cooperative relations with those contacted at work

8. Review and develop recommendations for program procedures and regulations
9. Determine the cause of oil spills
10. Complete complex projects
11. Testify in court as an expert witness
12. Conduct training
13. Serve on various committees and work as a liaison to develop area plans
14. Interpret Federal and State regulations
15. Develop and implement program procedures and regulations
16. Plan, organize, prioritize, direct and review work
17. Monitor, train and evaluate employees
18. Provide leadership and motivate employees
19. 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 Program (LEAP), Reasonable Accommodation and discrimination / sexual harassment complaint process

SPECIAL PERSONAL CHARACTERISTICS

1. Keeness of observation
2. Demonstrated ability to act independently
3. Flexibility and tact
4. Willingness to travel and do field work on short notice
5. Willingness to work on Saturdays, Sundays and holidays and at odd or irregular hours
6. Willingness to wear a prescribed uniform, necessary safety equipment and work clothing

BENEFITS

To learn more about the comprehensive benefit package please visit our website at <http://www.calpers.ca.gov> .

VETERANS PREFERENCE

Veterans' Preference will be granted to all competitors who are successful in this examination and who qualify for, and have requested, Veteran's Preference through the California Department of Human Resources (CalHR), <http://jobs.ca.gov/Job/VeteransInformation>.

Veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference credits.

CONTACT INFORMATION

If you have any questions concerning the Oil Spill Prevention Supervisor I examination or the testing process, you may contact Tanya Bell, Exam Analyst with the Department of Fish and Wildlife, Human Resources Branch at (916) 653-8120 or visit the Department of Fish and Wildlife website at www.wildlife.ca.gov.

GENERAL INFORMATION

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

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 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.

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.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

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.

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.

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:

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. This section shall not apply to any veteran who has been dishonorably discharged or released.

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 Veterans' Preference form ([CalHR 1093](#)). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

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