



**Fish Habitat Supervisor
(Departmental Promotional)
FINAL FILING DATE – February 27, 2018**

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

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?

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.

FILING INSTRUCTIONS

Final Filing Date: **February 27, 2018**

Applications may be filed in person or by mail at:

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

Applications must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date 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. The exam unit will contact you to make specific arrangements.

SALARY INFORMATION

\$4,829 - \$6,043

POSITION STATEMENT

Under general direction, either (1) supervises a fish habitat improvement shop; or (2) has charge of stream and lake improvement activities; and does other related work.

ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the Department of Fish and Wildlife. Eligibility expires 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 minimum qualifications by the Final Filing Date: **February 27, 2018**

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.**

EITHER I

One year of experience in the California state service performing duties comparable to those of a Fish Habitat Specialist.

OR II

Two years of experience in the California state service performing duties comparable to those of a Fish Habitat Assistant.

OR III

EXPERIENCE: Four years of experience in the natural resources field such as parks, forestry, or fish and wildlife, performing construction and maintenance work on fish habitat development projects, at least two years of this experience must have been in a lead person capacity. (Experience in the California state service applied toward this specialized two years of experience must be in a class with a level of responsibility equivalent to Fish Habitat Specialist.) **AND**

EDUCATION: Education equivalent to completion of the 12th grade.

EXAMINATION INFORMATION

Qualifications Appraisal Process - Weighted 100.00%.

This examination consists of an oral interview process. To obtain a position on the eligible list, you must attain a minimum rating of 70.00% in the interview process. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

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

It is anticipated that the interviews will be held during **April 2018**.

Oral interviews are ordinarily scheduled in Sacramento, Los Alamitos, Napa, Redding, and Fresno. However, interview locations may be limited or extended as the number of candidates and conditions warrant.

This examination may contain additional components (i.e., written exercise, in-basket assignment, math calculation exercise, presentation, etc.) that will be scored in addition to the structured interview questions.

KNOWLEDGE AND ABILITIES

A. Knowledge of:

1. Principles of fisheries management in California
2. Stream, lake, and reservoir habitat improvement methods and procedures
3. Design, construction, methods and materials and installation of fish screens, ladders, and traps
4. Laws, regulations and departmental policies and guidelines relating to fisheries management and conservation
5. Fisheries survey and management techniques
6. Fish rescue and release techniques
7. Principles of supervision, personnel management, training and safety
8. A 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
9. Writing contracts as covered in the State Administrative Manual

B. Ability to:

1. Communicate effectively
2. Supervise and perform wide variety of skilled work involving metal fabrication, concrete, carpentry and the operation of construction equipment
3. Plan, organize, and direct the work of a staff and a field installation
4. Assist in budget preparation, keep records and write reports
5. Analyze situations accurately and take effective action
6. Establish and maintain cooperative relations with those contacted in the work

7. 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
8. Administer contracts for habitat restoration
9. Work with other government agencies and private contracting firms

SPECIAL PERSONAL CHARACTERISTICS

1. Willingness to live and work throughout the State
2. Willingness to work unusual hours and on Saturdays, Sundays and holidays

SPECIAL PHYSICAL CHARACTERISTICS

1. Ability to swim at least 50 yards and to stay afloat at least five minutes
2. Ability to lift 40 pounds

ADDITIONAL DESIRABLE QUALIFICATIONS

1. Working knowledge of computers and software
2. State of California Division of Occupational Safety and Health Blaster's Certification
3. State of California Food and Agriculture Qualified Applicator Certificate

VETERAN'S PREFERENCE

Veterans' Preference credit is not granted in promotional examinations.

CONTACT INFORMATION

If you have any questions concerning the Fish Habitat Supervisor Examination or the testing process, you may contact Elena Cano, Exam Analyst with the Department of Fish & Wildlife, Human Resources Branch at (916) 653-8120 or visit the Department of Fish & Wildlife website at www.dfg.ca.gov.

GENERAL INFORMATION

For Examinations Without a Written Feature:

If you haven't received your examination or progress notice four weeks after the final filing date, it is your responsibility to contact the Department of Fish and Wildlife, Human Resources Branch at (916) 653-8120.

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 examination 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.

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.

High School Equivalence:

Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education 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.

How Qualifications are Rated

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.

Additional List Information:

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.

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.

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

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922