



**Senior Fish and Wildlife Habitat Supervisor  
(Departmental Promotional)  
FINAL FILING DATE – August 17, 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**

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?**

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 consecutive 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: **August 17, 2018**

**Applications 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 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**

\$5524 - \$6913

**POSITION STATEMENT**

Under general direction, either (1) supervise a regional fish habitat improvement program; or (2) supervise and direct the activities of numerous wildlife areas/ecological reserves or; (3) supervise and operate an extremely complex wildlife area/ecological reserve with multifaceted public use programs within the Department of Fish and Wildlife (DFW). This would include supervising and directing the activities of all personnel assigned to the project who either work in fish habitat improvement facilities or wildlife areas/ecological reserves and plan, direct, coordinate, and carry out all activities relating to the development, improvement, and protection of fish and wildlife habitat which could include development of land acquisition/conservation easement and land management plans; or (4) plan, direct, coordinate, and carry out all activities relating to a statewide program dealing with the planning, development, and administration of fish and wildlife restoration contracts, or other statewide programs; or (5) plan, direct, coordinate, and carry out all activities relating to a regional or statewide California Conservation Corps (CCC) program dealing with fish and wildlife habitat restoration; and do 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 as 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 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.

### EITHER I

One year of experience in the California state service performing duties comparable to those of a Fish Habitat Supervisor, Fish Hatchery Manager II, or Wildlife Habitat Supervisor II.

### OR II

Two years of experience in the California state service performing duties comparable to those of a Fish Habitat Specialist, Fish Hatchery Manager I, or Wildlife Habitat Supervisor I.

### OR III

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 as a supervisor. **And**

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 October/November 2018.

Oral interviews are ordinarily scheduled in Sacramento, Los Alamitos, Napa, Redding, and Fresno. However 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.

**PLEASE NOTE:** If conditions warrant, this examination may utilize an evaluation of each candidates experience and education (E&E) compared to a standard developed from the class specification. **For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "minimum qualifications for admittance" shown on this announcement.** Supplementary information will be accepted, but read the Minimum Qualifications for Admittance" and "Scope of the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

## KNOWLEDGE AND ABILITIES

### A. Knowledge of:

1. Principles of fisheries and wildlife management in California
2. Stream, lake reservoir, wetland, upland, and riparian habitat improvement methods and procedures
3. Design, construction, and installation of ponds, managed wetlands, irrigation systems, water conveyance and control structures, fish screens, ladders, and traps
4. Principles of hydrology and land management
5. Knowledge of land management and techniques, other laws, regulations, and departmental policies and guidelines relating to fish and wildlife conservation
6. Survey techniques
7. Principles of personnel management, training, and safety
8. Regulations and departmental policies of the State's Administrative Manual on contracting
9. DFW's preparation of budgets, and budget change proposals
10. 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

### B. Ability to:

1. Communicate effectively
2. Plan, organize, and direct the work of others on tasks that include budget preparation and program development
3. Analyze situations accurately and take effective action
4. Prepare technical reports
5. Establish and maintain cooperative relations with those contacted in the work
6. Develop and conduct training programs
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 complaint process

## SPECIAL PERSONAL CHARACTERISTICS

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

## ADDITIONAL DESIRABLE QUALIFICATIONS

Working knowledge of computers and software; State of California Division of Occupational Safety and Health Blaster's Certification; State of California Food and Agriculture Qualified Applicator Certificate; and California commercial driver's license (Class A with air brake endorsement).

## VETERANS' PREFERENCE

Veterans' Preference is not granted in promotional examinations.

## CONTACT INFORMATION

If you have any questions concerning the Senior Fish and Wildlife Habitat Supervisor 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](http://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 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](http://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.

### **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**