



SENIOR FISH AND WILDLIFE HABITAT SUPERVISOR

Open Statewide Examination

FINAL FILING DATE – June 18, 2021

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.

This is a statewide examination, and the list will be established for use by all state agencies. 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>

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 workplace. 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. All applicants must meet the education and/or experience requirements as stated on this examination announcement by the final file date of June 18, 2021

FILING INSTRUCTIONS

Due to the recent impact of COVID-19 and for the safety of our employees and customers, the drop off location 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:

MAIL TO:

California Department of Fish and Wildlife
Attention: HR - Exam Unit
P.O. Box 944209

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.

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 timely filing of an application. Applications postmarked or received via inter-office mail after the Final Filing Date.

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

\$6,003 – \$7,513

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

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 of June 18, 2021

MINIMUM QUALIFICATIONS

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

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 verified as meeting the requirements for admittance to the examination, you will be emailed the Training and Experience Assessment instructions. Please be sure to include your current email address on your application. Applications may be by mail. Incomplete applications will not be accepted.

KNOWLEDGE AND ABILITIES

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

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

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), <https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>.

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

SPECIAL PERSONAL REQUIREMENTS

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

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

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

CONTACT INFORMATION

If you have any questions concerning the Senior Fish and Wildlife Habitat Supervisor examination or the testing process, you may contact Erica Gonsalves, Exam Analyst with the Department of Fish & Wildlife, Human Resources Branch at (916) 653-8120 or visit the Department of Fish & Wildlife website at <https://www.wildlife.ca.gov/>

GENERAL INFORMATION

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 examination bulletin.

Remember, Examinations are Competitive:

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination;

however, you are not 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.

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.

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: 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 veteran's 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.

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](http://CalHR1093)). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

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