



**Senior Land Agent (Specialist)
(Departmental Promotional)
FINAL FILING DATE – January 4, 2019**

INTRODUCTION

California 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 California 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 File Date: January 4, 2019

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
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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

\$6,154 - \$7,702

POSITION STATEMENT

The Senior Land Agent, under general direction independently performs highly specialized and sensitive appraisal and negotiation work for the acquisition of real property and rights of way; advises management on complex issues involving land acquisition and right of way; and does other related work.

ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the California 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: January 4, 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

EXPERIENCE: Two years of experience in the California state service performing the duties of a class comparable in level of responsibility to an Associate Land Agent.

OR II

EXPERIENCE: Four years of experience in the acquisition of real property of rights of way for public use, including at least two years of experience in the independent appraisal or negotiation for acquisition of major and complex real properties involving large sums, condemnation, damages, special use, and similar complicating factors. **And**

EDUCATION: Equivalent to graduation from college. (Additional qualifying experience or experience in real property management, title work, or in real estate practice may be substituted for the required education on a year-for-year basis.)

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 February/March 2019.

Oral interviews will be scheduled in Sacramento only.

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

Knowledge of:

1. Laws pertaining to real property and rights-of-way acquisition
2. Real property appraisal and negotiation principles, practices, and procedures
3. Policies, procedures, and practices of land acquisition in the California state service
4. Legal procedures and documents involved in real estate transactions
5. Real property values and the effect of economic trends on property values

Ability to:

1. Conduct successful negotiations with property owners
2. Make accurate appraisals of real property, including the appraisal of severance and consequential damage
3. Analyze situations accurately and adopt an effective course of action
4. Speak effectively and appear in court as a responsible and competent witness
5. Write clear and concise reports

VETERAN'S PREFERENCE

Veterans' Preference credit is not granted in promotional examinations.

SPECIAL PERSONAL CHARACTERISTICS

Sales ability and ability to make effective oral presentations before the public.

DISTINGUISHING CHARACTERISTICS

Senior Land Agents (Specialist) are distinguished from Associate Land Agents by the assignment of projects which are characterized by either extreme sensitivity (i.e., legislative interest, major litigation, or extensive media coverage); or by extreme complexity of the assigned work (i.e., severe disparity between environmental and developmental issues; complexity of ongoing monitoring of project implementation, difficulty of securing information, uniqueness of project objectives, or the number and complexity of skills required to perform assigned work).

CONTACT INFORMATION

If you have any questions concerning the Senior Land Agent (Specialist) Examination or the testing process, you may contact Elena Cano, Exam Analyst with the California Department of Fish and Wildlife, Human Resources Branch at (916) 653-8120 or visit the California Department of Fish and 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 final filing date, it is your responsibility to contact the California 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 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.

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.

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 California 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