



Fish and Wildlife Interpreter III Open Departmental FINAL FILING DATE – March 6, 2019

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 on this examination announcement.

FILING INSTRUCTIONS

Final Filing Date: March 6, 2019

STD. 678 Application, and copies of college transcripts 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

\$5,992 - \$7,451

POSITION STATEMENT

This is the full supervisory level in the series. Incumbents are responsible for planning, developing, implementing and evaluating interpretive programs for a region; provide supervision to interpretive staff interfacing with a wide range of civic and conservation groups to promote the use of interpretive facilities; participate in the development of policies and program goals and objectives; work with program managers on interpretive proposals; prepare program budget and advise Regional Managers on issues or decisions which may impact area programs; prepare the interpretive portion of area management plans regionwide.

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 **March 6, 2019**.

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 the duties of a Fish and Wildlife Interpreter II.

Or II:

Experience: Four years of natural resource management experience, with at least two years of specialized work experience which must have been performing technical work in connection with a major natural resource interpretive program. (Possession of a Doctorate Degree in Interpretation of Natural Resources or a closely related field may be substituted for three years of the required experience; possession of a master's degree may be substituted for the two years of required general experience.)

AND

Education: Equivalent to graduation from an accredited college or university or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California

Education Code Section 94310(b) with major work in wildlife management, zoology, fisheries management, botany, marine biology, or similar biological science.

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 2019.

Oral interviews will be scheduled in Sacramento.

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 candidate's 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. Methods and techniques involved in conveying knowledge of natural systems to the public.
2. Principles of public interpretation.
3. History of natural resources of California.
4. Wildlife management principles and methods of their application to conservation conditions and problems in California.
5. Methods, materials and equipment used in wildlife habitat management and restoration.
6. Scientific research methods.
7. Accepted techniques for making biological investigations.
8. Fundamentals of statistics.
9. Private and public organizations in California concerned with conservation generally.
10. Natural resource interpretation specifically.
11. Grounds and landscape maintenance practices.
12. Natural resource history features of Department of Fish and Game wildlife areas and ecological reserves.
13. Laws, regulations, and Department of Fish and Game policies relating to conservation and restoration of lands and wildlife resources in California.
14. Principles and techniques of supervision and personnel management.
15. 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.

16. Administrative practices, procedures and departmental policies.

Ability to:

1. Plan interpretive exhibits and programs.
2. Plan, organize and conduct interpretive walks and trails.
3. Apply scientific knowledge, methods and techniques in obtaining, arranging and interpreting data, and in collecting, identifying and cataloging specimens.
4. Establish and maintain cooperative relations with those contacted in the course of the work.
5. Interpret resource concepts to the public.
6. Communicate effectively.
7. Develop innovative solutions to interpretive problems.
8. Prepare written material for reports and publications.
9. Keep necessary records and prepare reports.
10. Maintain landscape and grounds.
11. Organize scientific materials for presentation and address audiences effectively.
12. Plan, organize and direct the work of permanent intermittent and seasonal employees and volunteers.
13. Plan, organize, supervise and evaluate the work of staff engaged in a variety of interpretive programs.
14. Assume leadership and provide creativity in the planning and implementing of interpretive programs.
15. Motivate and instruct others in the techniques of interpretation of natural resource features.
16. Represent the Department and speak effectively before large civic and public groups.
17. Effectively apply administrative practices, procedures and departmental policies.
18. 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 (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>.

VETERAN'S 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://iobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>.

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 Fish and Wildlife Interpreter III or the testing process, you may contact Matthew Hom, 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 California 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 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.

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.

How to Apply for Veterans' Preference:

The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at <https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx> 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