



Tractor Operator-Laborer Open Statewide Examination FINAL FILING DATE – July 28, 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 July 28, 2021.

FILING INSTRUCTIONS

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 a letter confirming if your

application has been accepted or rejected. Please be sure to include your current email address on your application. Applications may be by mail. Incomplete applications will not be accepted.

Due to the recent impact of the 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 at:

California Department of Fish and Wildlife
Attention: HR – Recruitment and Selection Unit
P.O. Box 944209
Sacramento, CA 94244

Completed applications and all required documents must be received or postmarked by the final filing date in order to be considered. 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 filing of an application.

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

\$3,960 – \$4,562

POSITION STATEMENT

A Tractor Operator-Laborer (TOL) drives wheel or track laying tractors and operates attachments including, plows, harrows, drills, and similar farm equipment for the preparation of fields, ditching, building levees, fertilizing, sowing, cultivating, disking, harrowing, spraying, and loading trucks to enhance or restore natural habitats; operates heavy equipment such as bulldozers, carryalls, scrapers and graders, excavators, backhoes in the construction and maintenance of levees, ponds, water control structures, on administrative and public roads; operates, services, and maintains Class A, Class B and Class C trucks and other vehicles to transport heavy equipment, supplies, and materials; loads and unloads trucks, trailers, and transports safely with fork lifts and back hoes; performs periodic maintenance (e.g., oil, grease, and other fluids) and makes minor repairs to heavy equipment, tractors, loaders, back hoes, excavators, graders, and implements/attachments; operates, maintains, and services various types of power equipment (e.g., weed eaters, skill saws, drills and drill presses, generators, spray rigs, chain saws) for infrastructure and habitat maintenance; operates, services, and maintains small combustible engines/motors for pumping water or generating power; performs a wide variety of manual labor under general direction to achieve the goals and objectives of the facility; performs operation and maintenance activities on various water control infrastructure to properly irrigate fields or convey water; and maintains detailed equipment, service and maintenance records that consist with manufacture's shop and service manuals in appropriate logs to prepare written reports. Ability to interact and communicate with the public while conducting routine TOL duties.

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 July 28, 2021

MINIMUM QUALIFICATIONS

Possession of a driver license valid for the operation of any combination of vehicles. (Applicants who do not possess a Class A license will be admitted to the examination but must secure the license prior to appointment).

AND

One year of experience in the operation and care of heavy tractors and mechanical attachments, or comparable farm or highway equipment.

NOTE: Please indicate on your application the size and type of equipment used; and whether you have a Class A license with air brake unrestricted endorsement and/or Class C license.

EXAMINATION INFORMATION

This examination consists of a **Performance Test Weighted 100%**. To obtain a position on the eligible list, you must attain a minimum rating of 70%. **COMPETITORS WHO DO NOT APPEAR FOR THE PERFORMANCE TEST WILL BE DISQUALIFIED.**

Accepted applicants are required to bring a valid state driver license to the examination. If you do not have a valid state driver license you will be automatically disqualified and not permitted to take the performance test.

It is anticipated that the performance test will be held at the Gray Lodge Wildlife Area in the month of September 2021.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Use, operation, maintenance, and servicing of trucks, vehicles, wheel and track lay tractors, backhoes, excavators, earthmoving equipment, and mechanical attachments and other farm equipment, including various safety equipment (e.g., goggles, gloves, hearing) requirements.
2. Farm practices and terminology, including irrigation and watering principles, practices, and terminology.

Ability to:

1. Operate, drive, maintain, and make emergency repairs to tractors and trucks.
2. Read and understand written directions.
3. Identify and use appropriate safety equipment.

Performance examination equipment may consist of direct-drive dozer crawler tractor or power-shift dozer crawler tractor, backhoe tractor, grader tractor, and loading and securing a lowboy haul test. Candidates must be able to operate all pieces of equipment successfully or they will be disqualified.

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 work unusual hours; willingness to work on Saturdays, Sundays, and holidays.

CONTACT INFORMATION

If you have any questions concerning the Tractor Operator-Laborer examination or the testing process, you may contact Erica.Gonsalves@Wildlife.ca.gov, Exam Analyst with the Department of Fish & Wildlife, Human Resources Branch 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](#)). 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