



**Director, Television Communications Center (Specialist)  
(Departmental Promotional)  
Continuous Examination**

**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.

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>.

**EQUAL OPPORTUNITY EMPLOYER**

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 specialtrust placed in public servants.

**WHO SHOULD APPLY?**

1. Applicants must have a permanent civil service appointment with the Department of Fish and Wildlife 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.

Applicants who meet the minimum qualifications as stated on this bulletin may apply for this examination.

Once you have taken this examination, you may not retake it for six (6) months.

## **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](mailto: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>. 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 locations 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 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**

\$6,061 - \$7,587

## **POSITION STATEMENT**

Under direction, this specialist level plans, organizes, and directs the technical and professional work performed in producing videotaped [videography] communications and training programs; reviews technical reports and scripts of videotaped [videography] productions and completed videotaped [videography] productions for content and style; develops television communication programs supportive of departmental goals; proposes guidelines and develops procedures for implementing the use of television communications media in programs throughout the State; trains others in proper production techniques; consults with persons requesting videotaped [videography] production service to determine how their needs can best be met; and does other related work.

Incumbents at this level have no supervisory responsibility, but may serve as a lead to other persons employed in the Department's Television Communications Center.

## ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the Department of Fish and Wildlife. This examination will be administered on a continuous basis. 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. Competitors will have the option of retesting after a 6-month period. Competitors choosing to retest and who are successful in the examination will be merged onto the list in order of final score regardless of date. The highest score takes precedence regardless of examination date.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the minimum qualifications by the application submission date.

## 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 "IN", 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

Four years of experience in [producing] motion picture (or television communications production).

### OR II

One year of experience performing the duties of a Chief Engineer and Production Consultant, Television Communications Center, in the California state service.

### OR III

Three years of experience performing the duties of a Television Specialist in the California state service.

## EXAMINATION INFORMATION

### Education and Experience (E&E) - Weighted 100%

This examination will 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" shown on this announcement.** Supplementary information will be accepted, but read the "Minimum Qualifications" and "Preparing for 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.

## PREPARING FOR EXAMINATION

Below is a list of suggested resources to have available prior to filling out your application form (STD 678).

**EMPLOYMENT HISTORY:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed.

**EDUCATION:** School names and addresses, degree earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed.

**TRAINING:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed.

## KNOWLEDGE AND ABILITIES

### **Knowledge of:**

1. Television communications production and direction.
2. Principles of effective speaking.
3. Principles of effective training.

### **Ability to:**

1. Evaluate the video and audio components of a television communications production.
2. Establish and maintain cooperative relationships with others.
3. Prepare and direct the preparation of correspondence and comprehensive and objective reports.
4. Analyze situations accurately and take effective action.
5. Conceive and develop creative uses of the Television Communications Center.

## SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel throughout the State; demonstrated administrative and leadership ability.

## VETERANS' PREFERENCE

Veterans' Preference credit is not granted in promotional examinations.

## CONTACT INFORMATION

If you have any questions concerning the Director, Television Communications Center (Specialist) Examination or the testing process, you may contact the Department of Fish & Wildlife, Human Resources Branch via email at: [exams@wildlife.ca.gov](mailto:exams@wildlife.ca.gov), or visit the Department of Fish & Wildlife website at [www.wildlife.ca.gov](http://www.wildlife.ca.gov).

## GENERAL INFORMATION

**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.

**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 filing date if he/she has not received his/her notice.

**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 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.

**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**