



District Superintendent 2 Department of Parks and Recreation

Class Code: 0970 - Exam Code: 6PB33

Department: Department of Parks and Recreation
Opening Date: July 26, 2016
Final Filing Date: Continuous
Type of Examination: Departmental Open
Salary: \$9,620 - \$12,019

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for 9 months.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, you will be able to request a reasonable accommodation during the exam filing

process.

If you have any questions, please contact the:

California Department of Human Resources' Contact Center at 1-866-844-8671

OR

California Relay Service at 7-1-1

Telecommunications Device for the Deaf (TTY) at (916) 654-6336*

(*) TTY is a telecommunications device that is reachable only from telephones equipped with a TTY device.

ELIGIBLE LIST INFORMATION

An open, merged eligible list will be established by the California Department of Human Resources for use by the California Department of Parks and Recreation. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. **Eligibility expires 12 months after it is established.** Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

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' 1, 'or' 2, 'or' 3, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern 1, and additional experience amounting to 50% of the required time of Pattern 2, may be admitted to an examination as meeting 100% of the overall experience requirement.)

Possession of a valid driver license of the appropriate classification issued by the Department of Motor Vehicles. (Applicants who do not possess the license will be admitted to the examination, but they must produce evidence of the license before they can be considered eligible for appointment.), and

Education: Successful completion of two years (60 semester units) of study from a State accredited college or university of which a minimum of 21 semester units must be successfully completed satisfying the [General Education Curriculum](#) standards. Courses which meet this requirement include: Natural/Social Sciences, Language, Humanities, and Mathematics.

California state civil service experience used to meet the minimum qualifications does not require peace officer duties/status.

EITHER 1

One year of experience in the California state service performing the duties of a classification with a level of responsibility not less than that of a [State Park Superintendent 4 or District Superintendent 1, Department of Parks and Recreation.](#)

OR 2

Two years of experience in the California state service performing the duties of a classification with a level of responsibility not less than that of a [State Park Superintendent 3](#).

OR 3

Experience: Five years of [broad and extensive experience](#) in the management or administration of a [park, public recreational area, historical area, or a resource or recreation management organization](#). Three years of this experience must include management of multiple programs through subordinate supervisors, and

Education: Graduation with a Bachelor's degree from a recognized four-year accredited college or university. (Additional qualifying experience as indicated in Pattern 3 may be substituted for up to two years of the required education on a year-for-year basis.)

POSITION DESCRIPTION

Positions in the series work as district superintendents. Incumbents direct the overall activities of a district which include: natural and cultural resource management and protection, visitor services, interpretation, aquatic programs, facilities maintenance, capital outlay engineering, landscaping, property management, historic properties preservation, concessions, equipment, and administration including budget preparation and review, revenue collection, employee development and performance evaluation, and employee discipline. Incumbents also oversee the public safety and law enforcement activity. Incumbents also work with cooperative associations and volunteer groups, community and allied public sector groups, and the media.

Positions in this classifications serve as superintendents of level 5 districts. Supervision may include staff at the State Park Superintendent 1, 2, or 3 levels or other classifications at equivalent levels.

Special Personal Characteristics: Possess strong leadership and communication skills, aptitude and demonstrated interest in park and recreation work, philosophy, and principles; willingness to wear the prescribed uniform and conform to departmental personal appearance standards; willingness to work at various locations throughout the State; willingness to work on Saturdays, Sundays, and holidays and during odd or irregular hours; aptitude for interpretive and public relations work; emotional maturity; dependability; punctuality; tact and diplomacy; poise and self- confidence; sensitivity to needs and attitudes of others; neatness and courtesy.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

[Click here to preview the Training and Experience Evaluation.](#)

Exam Scope

Knowledge of:

- Principles and practices of administering, interpreting, protecting, and maintaining State park districts.

- Mission, goals, organization, policies, procedures, and rules of the Department of Parks and Recreation.
- Principles and techniques of natural and cultural resource management and protection and enhancement of biological diversity.
- Principles of public safety including: visitor management, law enforcement management, hazardous materials management, critical incident command, and aquatic safety.
- Principles of business and fiscal management.
- Budgeting and budget administration, grant development and administration, concessions management, revenue generation, auditing practices and procedures.
- Principles of personnel management, supervision and leadership, labor relations, volunteer program management, Equal Employment Opportunity laws, occupational health and safety, employee development techniques.
- Modern management methods including: data collection strategies, data analysis tools, problem solving, and long-range planning.
- Principles of public administration, nonprofit organizational structure, political process, social and economic trends, intergovernmental planning processes, community and media relations techniques.
- Principles of facilities maintenance, construction, repair, restoration, housekeeping, grounds keeping, equipment maintenance, water and waste water systems management, and preventive maintenance practices.
- Methods of interpretation and education relative to natural, cultural, and recreational resources.
- Real property management methods and procedures and land acquisition practices.

Ability to:

- Lead and direct the operation of a level V State park district.
- Identify, develop, and implement relevant programming and services to engage and provide access for underserved populations and non-traditional park visitors.
- Organize, coordinate, plan, and supervise programs for visitor services, resource management and protection, administration, maintenance, interpretation and special services of park districts.
- Analyze situations, solve problems, and take effective action.
- Define a clear link between actions, long-term goals, and department mission.
- Ensure efficiency of work processes.
- Determine and respond to changing needs and expectations.
- Establish and maintain effective relations with community organizations, special interest groups, local State and Federal agencies, legislators, legislative staff, and the media.
- Coordinate mutual aid operation with other agencies.
- Build and maintain relationships across work groups.
- Plan and facilitate effective teams and coalitions.
- Work with a variety of persons and organizations having diverse issues, concerns, agendas, and values.
- Provide leadership to public and private sector working groups to achieve workable solutions consistent with departmental goals.
- Ability to analyze and interpret data in decision making.
- Evaluate and measure the effectiveness of processes.
- Understand and utilize modern information systems.
- Plan and implement employee development and programs.
- Effectively contribute to the department's Equal Employment Opportunity programs.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

The California Department of Human Resources Selection Division

1515 S Street, North Building, Suite 400

Sacramento, CA 95811-7258

1-866-844-8671

California Relay Service: (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

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GENERAL INFORMATION

Applications are available at www.jobs.ca.gov and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, should 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 contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the [classification specification](#).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the 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, and 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.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded 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 Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx> and the Department of Veterans Affairs.

Bulletin Revision Date: 08/04/2016

FILING INSTRUCTIONS

Final Filing Date: Continuous

Filing Period: Your examination results are valid for 12 months. You may retake this examination after your 9 months of eligibility has expired to reestablish eligibility.

Where to Apply: Click the link at the bottom of this bulletin.

By clicking the link below, you will be directed to the Training and Experience Evaluation. Upon completion, the Evaluation will be instantly scored.

[Click here to go to the Training and Experience Evaluation.](#)

SUGGESTED RESOURCES TO HAVE AVAILABLE WHEN BEGINNING THE EVALUATION

Employment History: Job Titles, organization name and addresses, name of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School name and address, degree(s) earned, date(s) attended, courses taken (Verifiable on a Transcript), person or office who can verify education, and phone numbers of persons listed above.

Training: Class titles, certifications received, name of a person who can verify your training and their contact information.