



# NOTICE OF CLOSING DATE

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January 25, 2019

## **EXAMINATION TITLE: CONSERVANCY PROJECT DEVELOPMENT ANALYST II**

This is to announce the anticipated testing schedule for the continuous examination named above. Applications must be **POSTMARKED** by the application cutoff (final filing date) indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the deadline will be held for the next examination.

### **APPLICATION CUTOFF**

**February 28, 2019**

DEPARTMENT OF GENERAL SERVICES  
OFFICE OF HUMAN RESOURCES  
SELECTION UNIT  
P.O. BOX 989052  
WEST SACRAMENTO, CA 95798-9052

OR

707 THIRD STREET, 7<sup>TH</sup> FLOOR  
WEST SACRAMENTO, CA 95605  
(916) 376-5400

California Relay  
Telephone Service for the Deaf/Hearing Impaired:  
From TDD 1-800-735-2929  
From Voice 1-800-735-2922

## CONSERVANCY PROJECT DEVELOPMENT ANALYST II OPEN-STATEWIDE EXAMINATION

**SALARY RANGE: \$5,223- \$6,542**

**FINAL FILING DATE: Continuous**

STATE OF CALIFORNIA  
SAN GABRIEL LOWER LOS  
ANGELES RIVERS &  
MOUNTAINS CONSERVANCY



\*Testing is considered continuous as dates can be set at any time. The office shown below will accept applications continuously and will post cutoff dates as needs warrant. If a cutoff date is posted, applications received after the cutoff date will be held for the next exam administration.

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 SINCE 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 MAY APPLY

This is an **OPEN: STATEWIDE** examination administered by the Department of General Services on behalf of San Gabriel Lower Los Angeles Rivers & Mountains Conservancy for all state agencies. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply.

### HOW TO APPLY

Applications are available upon request or the Internet at: <http://jobs.ca.gov/pdf/std678.pdf> and may be filed in person or by mail. Resumes alone will not be accepted. Applications (STD 678) must be POSTMARKED no later than the final filing date. 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 timely filing of an application. Applications personally delivered or received via interoffice mail after 5:00 PM on the final filing date will not be accepted for any reason. The examination title must be indicated on the application. **FAXED or EMAILED APPLICATIONS WILL NOT BE ACCEPTED.** Submit applications to:

DEPARTMENT OF GENERAL SERVICES  
OFFICE OF HUMAN RESOURCES  
ATTN: KATHIE RAFTERY  
MAILING ADDRESS: P.O. BOX 989052  
WEST SACRAMENTO, CA 95798-9052

STREET ADDRESS: 707 3RD STREET, 7<sup>TH</sup> FLOOR  
WEST SACRAMENTO, CA 95605

### QUESTIONS

If you have questions concerning this announcement, please contact the Department of General Services, Office of Human Resources **Kathie Raftery, Examination Analyst at (916) 376-5421.**

### SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.

### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. 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", or "Or II", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of 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 requirement.

**NOTE:** Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information may be rejected.**

### MINIMUM QUALIFICATIONS

**Either I:** One year of experience in the California state service performing the duties of a Conservancy Project Development Analyst I.

#### Or II

Experience: Three years of experience in land use planning, land development, architecture, property acquisition and management, environmental research, environmental education, natural resource management, resource restoration, or a closely related field. (A master's degree, doctorate degree, or membership in The California State Bar may be substituted for one year of the required experience. The above-mentioned degrees must be in either Public Administration, Business Administration, Environmental Science, Environmental Planning, City or Regional Planning, Natural Resource Management, Architecture, Economics, Geography, Biology, Earth Science, Civil Engineering, or a closely related field. Only one substitution may be applied.) **AND**

#### EDUCATION:

Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.).

**NOTE:** Applicants using education to meet the minimum requirements **MUST PROVIDE A COPY** of their **diploma, official/unofficial transcript, statement and/or evaluation from an accredited U.S. college or university with their examination application.**

### SEE REVERSE FOR ADDITIONAL INFORMATION

CONSERVANCY PROJECT DEVELOPMENT ANALYST II JW52/4809

FINAL FILING DATE: 02/28/19

MAILING ADDRESS: P.O. BOX 989052 ❖ WEST SACRAMENTO, CA 95798-9052 ❖ (916) 376-5400

STREET ADDRESS: 707 3RD STREET, 7<sup>TH</sup> FLOOR ❖ WEST SACRAMENTO, CA 95605

California Relay (Telephone) Service for the Deaf/Hearing Impaired: From TDD 1-800-735-2929, From Voice 1-800-735-2922

**THE POSITION**

This is the full journey level of the series. Incumbents, under direction, perform responsible and complex work in planning, development, and implementation of projects, and acquisition and development of coastal and San Francisco Bay Area properties. Positions exist statewide.

**EXAMINATION INFORMATION****Training and Experience Evaluation -- Weighted 100%**

This examination will consist of a Training and Experience Evaluation weighted 100%. Candidates must attain an overall minimum score of 70% in order to be placed on the eligible list.

**NOTE:** It is especially important that each applicant take special care to accurately and completely fill out their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement.

**CANDIDATES WHO DO NOT COMPLETE OR SUBMIT BOTH THE TRAINING AND EXPERIENCE EVALUATION AND THE STATE OF CALIFORNIA EXAMINATION/EMPLOYMENT APPLICATION (STD. 678) WILL BE DISQUALIFIED.**

**SCOPE**

Candidates should be prepared to answer questions related to the following areas:

**A. Knowledge of:**

1. Principals and practices of economics to evaluate the feasibility and economic impact of urban waterfront and other projects affecting coastal resources and waterfront economies.
2. Principles and practices of natural resources and land use planning to evaluate, prioritize, and structure acquisition, restoration, and access projects.
3. The building and construction industry to review bid packages, cost estimates, and construction drawings.
4. Architectural design principles to promote excellence of design and projects which exhibit innovation in sensitively integrating human-made features into the natural coastal environment.
5. Property management to ensure stewardship of State investments and avoid liability claims.
6. State real estate transaction procedures to ensure compliance with State law and policies and control agency oversight.
7. Environmental assessment to identify contaminant risks and liabilities during due diligence periods to protect State investments.
8. Policies and procedures of the Rivers & Mountains Conservancy and other similar resource management agencies.
9. Policy and programs of the State Coastal Conservancy.
10. Specific land acquisition techniques, including: acquisition of land at less-than-fair market value.
11. Structuring of long-term payouts for land using private nonprofit organizations.
12. Equity trading of properties in order to accomplish specific types of coastal restoration.
13. Tax-free exchanges of land for restoration and enhancement of significant coastal areas.
14. Tax-free exchanges, option agreements, conservation easements, installment sales, leasebacks, or exchanges to structure and execute the most complex land transactions.
15. Utilization of State and Federal tax laws to increase project feasibility.
16. Determination of economic feasibility of restoration projects using the formulas and rule of thumb of private developers.
17. Methods of contractor selection to ensure compliance with State law and policies and control agency oversight.
18. Local, State, Federal, and private funding sources to leverage State funding for projects.
19. Determination of when and in what circumstances to acquire purchase options.
20. Computation of economic feasibility of sale and leaseback of agricultural lands.
21. Acquisition of conservation and open space easements or other types of less-than-fee interests in real property.
22. Public relations policies and strategies to effectively communicate, respond to, and maintain good relations with the public, stakeholders, media, and others to support Conservancy programs and projects.
23. State and Federal grant programs.
24. Relationships between local, regional, State, Federal, private agencies, and organizations.

**B. Ability to:**

1. Collect, analyze, and summarize technical data to be used in evaluating proposals, preparing reports, and structuring land acquisitions.
2. Analyze situations and take effective action to ensure the interests of the Conservancy and the State are protected.
3. Establish and maintain cooperative and effective relations with those contacted in the course of work.
4. Develop, review and guide plans and projects to completion.
5. Communicate effectively on a one-to-one basis and in group settings as well as in presentations for the purpose of obtaining information or presenting information that is clear and concise.
6. Write effectively as in the preparation of letters, reports, staff recommendations, contracts, and grant agreements.
7. Organize and utilize time management skills including the ability to balance multiple project priorities, advancing project objectives, and managing workloads effectively.
8. Use analytical skills and effective problem-solving techniques in the formulation and development of projects.
9. Create solutions to address complex resource issues.
10. Effectively present controversial matters to small and large groups for the purpose of providing information or explaining Conservancy procedures and policies.
11. Facility with various computer software programs such as Word, Excel, PowerPoint, and Outlook.
12. Work effectively with Federal, State, and local agencies to ensure project compliance with laws, regulations, and plans.
13. Balance and resolve conflicting needs between various uses of coastal, San Gabriel and Lower Los Angeles River geographic region resources, including: agricultural, habitat, resource extraction, and public recreation.
14. Implement projects and programs through supervision, assistance, and monitoring.
15. Successfully negotiate with government officials, landowners, and other stakeholders to develop contracts, permits, and other agreements necessary for projects.
16. Represent Conservancy interests before other governmental entities, elected officials, and private organizations.

**ELIGIBLE LIST INFORMATION**

**OPEN-STATEWIDE** eligible list will be established for all departments. Names of successful candidates will be merged onto the list in order of final scores regardless of eligibility date. Eligibility expires 12 months after it is established.

**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 or released.

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**GENERAL INFORMATION**

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**It is the candidate's responsibility** to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

**If a candidate's notice of oral interview** or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

**Applications are available** at local offices of the Employment Development Department, the Department noted on the bulletin, or on the Internet at <http://jobs.ca.gov>.

**If you meet the requirements** stated on the reverse, 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 the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of General Services** 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 the civil service law and rules and all competitors will be notified.

**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 as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide 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 from one to four years unless otherwise stated on this bulletin.

**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 exams investigation may be made of employment records and personal history--fingerprinting may be required.

**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 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.

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 <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

**High School Equivalence:** Equivalent to completion of the 12<sup>th</sup> 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-level 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; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**CALIFORNIA DEPARTMENT OF GENERAL SERVICES** ☎ **OFFICE OF HUMAN RESOURCES****MAILING ADDRESS: P.O. BOX 989052** ☎ **West Sacramento, CA 95798-9052** ☎ **Telephone (916) 376-5400****STREET ADDRESS: 707 3rd Street, 7<sup>TH</sup> Floor** ☎ **West Sacramento, CA 95605**

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

California Relay (Telephone) Service for the Deaf or Hearing Impaired:

From TDD phones 1-800-735-2929 ☎ Voice 1-800-735-2922

DEPARTMENT OF GENERAL SERVICES - HUMAN RESOURCES

**San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy**

QUALIFICATIONS ASSESSMENT FOR:

**Conservancy Project Development Analyst II**

**GENERAL INSTRUCTIONS**

**Read instructions carefully**

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for **Conservancy Project Development Analyst II** with the **San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy**. The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed onto an eligible list. The list will be used by **San Gabriel and Lower Los Angeles Rivers and Mountain Conservancy** to fill existing positions. A "Conditions of Employment" form is included in this examination which will allow you to select the location and time base you are interested in working. It is required that you personally complete this examination accurately and without assistance.

This process is the entire examination for this classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a low score.

1. Additional instructions are provided on the following pages.
2. This examination enables you to apply for the **Conservancy Project Development Analyst II** classification. If successful, your name will be placed on an eligible list.
3. The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

The following areas comprise the complete examination for **Conservancy Project Development Analyst II**. You must ensure you have addressed each of the following areas:

- Candidate Information (page 2)
- Prior State Employment Information (page 2)
- Conditions of Employment (page 2)
- Address or Availability for Employment Changes (page 3)
- Minimum Qualifications (page 3)
- Work Experience (page 4 – 5)
- Knowledge, Skill, and Ability Assessment (pages 6 – 7)
- Preparation for Hiring Interview (page 8)
- Qualifications Assessment Return and Mailing Procedures (page 8)
- Affirmation Statement (page 8)

**YOUR COMPLETED STATE OF CALIFORNIA EXAMINATION/EMPLOYMENT APPLICATION (STD. 678) AND QUALIFICATIONS ASSESSMENT MUST INCLUDE YOUR ORIGINAL SIGNATURES AND MUST BE RECEIVED OR POSTMARKED BY THE FINAL FILING DATE:**

**FEBRUARY 28, 2019**

**CANDIDATE INFORMATION**

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**PRIOR STATE EMPLOYMENT INFORMATION**

Complete this next section **ONLY** if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. **IF THIS DOES NOT APPLY TO YOU, please mark the "Not Applicable" box below and continue to the next section.**

State Personnel Board, Rule 211 provides that a dismissed State employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT APPLICABLE
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## CONDITIONS OF EMPLOYMENT

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

Note: Positions are not available at all locations. Please refer to the official examination bulletin for information regarding current available positions and their locations.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form.

### TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

(D) Permanent Full-Time    (R) Permanent Part-Time    (K) Limited-Term Full-Time    (A) Any

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

### LOCATION(S) YOU ARE WILLING TO WORK:

5 ANYWHERE IN THE STATE – If checked, no further selection is necessary

#### NORTHERN CALIFORNIA

<input type="checkbox"/> 0400 Butte	<input type="checkbox"/> 1700 Lake	<input type="checkbox"/> 3100 Placer	<input type="checkbox"/> 4900 Sonoma
<input type="checkbox"/> 0600 Colusa	<input type="checkbox"/> 1800 Lassen	<input type="checkbox"/> 3200 Plumas	<input type="checkbox"/> 5100 Sutter
<input type="checkbox"/> 0800 Del Norte	<input type="checkbox"/> 2300 Mendocino	<input type="checkbox"/> 3400 Sacramento	<input type="checkbox"/> 5200 Tehama
<input type="checkbox"/> 0900 El Dorado	<input type="checkbox"/> 2500 Modoc	<input type="checkbox"/> 4500 Shasta	<input type="checkbox"/> 5300 Trinity
<input type="checkbox"/> 1100 Glenn	<input type="checkbox"/> 2800 Napa	<input type="checkbox"/> 4600 Sierra	<input type="checkbox"/> 5700 Yolo
<input type="checkbox"/> 1200 Humboldt	<input type="checkbox"/> 2900 Nevada	<input type="checkbox"/> 4700 Siskiyou	<input type="checkbox"/> 5800 Yuba

#### CENTRAL CALIFORNIA

<input type="checkbox"/> 0100 Alameda	<input type="checkbox"/> 1500 Kern	<input type="checkbox"/> 2700 Monterey	<input type="checkbox"/> 4300 Santa Clara
<input type="checkbox"/> 0200 Alpine	<input type="checkbox"/> 1600 Kings	<input type="checkbox"/> 3500 San Benito	<input type="checkbox"/> 4400 Santa Cruz
<input type="checkbox"/> 0300 Amador	<input type="checkbox"/> 2000 Madera	<input type="checkbox"/> 3800 San Francisco	<input type="checkbox"/> 4800 Solano
<input type="checkbox"/> 0500 Calaveras	<input type="checkbox"/> 2100 Marin	<input type="checkbox"/> 3900 San Joaquin	<input type="checkbox"/> 5000 Stanislaus
<input type="checkbox"/> 0700 Contra Costa	<input type="checkbox"/> 2200 Mariposa	<input type="checkbox"/> 4000 San Luis Obispo	<input type="checkbox"/> 5400 Tulare
<input type="checkbox"/> 1000 Fresno	<input type="checkbox"/> 2400 Merced	<input type="checkbox"/> 4100 San Mateo	<input type="checkbox"/> 5500 Tuolumne
<input type="checkbox"/> 1400 Inyo	<input type="checkbox"/> 2600 Mono		

#### SOUTHERN CALIFORNIA

<input type="checkbox"/> 1300 Imperial	<input type="checkbox"/> 1900 Los Angeles	<input type="checkbox"/> 3000 Orange	<input type="checkbox"/> 3300 Riverside
<input type="checkbox"/> 3600 San Bernardino	<input type="checkbox"/> 3700 San Diego	<input type="checkbox"/> 4200 Santa Barbara	<input type="checkbox"/> 5600 Ventura

## ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

Please notify the Department of General Services promptly of any address changes or availability for employment changes at the following address:

Department of General Services  
Office of Human Resources  
Attention: Kathie Raftery

Mailing Address: P.O. Box 989052  
West Sacramento, CA. 95798-9052

Street Address: 707 3<sup>rd</sup> Street, 7<sup>th</sup> Floor  
West Sacramento, CA 95605

## MINIMUM QUALIFICATIONS

### EXPERIENCE:

#### PATTERN I:

One year of experience in the California state service performing the duties of a Conservancy Project Development Analyst I.

OR

#### PATTERN II:

Three years of experience in land use planning, land development, architecture, property acquisition and management, environmental research, environmental education, natural resource management, resource restoration, or a closely related field.

(A master's degree, doctorate degree, or membership in The California State Bar may be substituted for one year of the required experience. The above-mentioned degrees must be in Public Administration, Public Policy, Business Administration, Environmental Science, Environmental Planning, City or Regional Planning, Natural Resource Management, Architecture, Economics, Geography, Biology, Earth Science, Civil Engineering, or a closely related field. Only one substitution may be applied.)

AND

### EDUCATION:

Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**Note:** Applicants using education to meet the minimum requirements MUST provide a copy of their diploma, official/unofficial transcript, or a letter from an accredited U.S. College or University Registrar office with their examination application before the cut-off date listed in this notice.



**WORK EXPERIENCE**

Under “**Work Experience**,” for items **1 - 16**, please indicate

**Frequency:**

**A.** If you have performed this task within the last 5 years *(if not performed in last five years, leave blank)*

**B.** How often you perform this task

*(Please select one box from “Weekly”, “Monthly/Quarterly”, “Semi-Annual/Annual”, or “Never” column)*

**AND**

**Length of Experience:**

**C.** Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked.

*(Please select one box from the “Length of Experience” column)*

**NOTE: There may be up to three (3) checkmarks for each question, but only may select one box from each column.**

		Frequency					Length of Experience		
		A	B				C		
		Performed task within last 5 years	Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	Plus 36 Months	12 to 36 Months	Up to 12 Months
1.	Analyzes property natural resource and open space values.								
2.	Assists in the hire of consultants for site planning, economic and development feasibility studies and reports, trail design and landscape architecture studies, and real estate appraisals required for land acquisitions and improvement projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Monitors Grant Agreements against project budget, task lists, and timelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Develops effective staff-to-staff relations to assure that projects proceed on time and within budget and effectively manage progress and issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Fosters effective staff-to-staff working relations with entities that are interested in preserving natural resources and park management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Prepares agendas, staff reports, including budgets, timelines, project plans, maps, photos, letters, and resolutions in preparation for approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Prepares responses to requests from clients, legislators, government agencies, organizations, and/or the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Gathers and analyzes information pertinent to acquiring, developing, and managing public lands, including the development and implementation of project schedules, costs and funding sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CONTINUE TO NEXT PAGE**

Under "Work Experience," for items 1 - 16, please indicate		Frequency					Length of Experience		
		A	B				C		
			Performed task within last 5 years	Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	Plus 36 Months	12 to 36 Months
<p><b>Frequency:</b></p> <p>A. If you have performed this task within the last 5 years (<i>if not performed in last five years, leave blank</i>)</p> <p>B. How often you perform this task</p> <p>(Please select <u>one</u> box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column)</p> <p style="text-align: center;"><b>AND</b></p> <p><b>Length of Experience:</b></p> <p>C. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked.</p> <p>(Please select <u>one</u> box from the "Length of Experience" column)</p> <p><b>NOTE: There may be up to <u>three</u> (3) checkmarks for each question, but only may select one box from each column.</b></p>									
9.	Prepares specific analytical information for projects recommended for funding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Ensures maximum client/public and stakeholder participation opportunities to comment on proposed projects through project-focused public hearings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Analyzes new project opportunities using natural resource planning, budgeting and public policy techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Evaluates project opportunities to recommend the acquisition, restoration, trail alignment, or monitoring of endangered species and special status resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Monitors urban development proposals and plans and prepares written comments to clients, local government, or regulatory agencies and presents them in public hearings and meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Drafts correspondence to developers and their representatives about issues with proposed developments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Ensures proper and effective coordination with other organizations involved with the preservation of land, by attending yearly retreats, participation in conference calls, and other means of communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Participates with community stakeholders, non-profit organizations, and elected officials regarding all components of projects to ensure consistency with the mission of the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CONTINUE TO NEXT SECTION**

## KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT

For items 1 – 22, please rate your Knowledge, Skill, or Ability (KSA) by selecting one choice indicating the box that best describes your level of the KSA for each of the following areas.

**Definition of Levels:**

**Extensive Knowledge, Skill, or Ability:** I have applied this KSA in an actual setting while performing a job.

**Moderate Knowledge, Skill, or Ability:** I have this KSA to perform this task, but may require general supervision.

**Limited Knowledge, Skill, or Ability:** I have education or training relevant to this KSA, but have not applied it to an actual job.

**No Knowledge, Skill, or Ability:** I have no experience, education or training relevant to this KSA.

**NOTE: You may only select one box.**

		KSA Level			
		Extensive Knowledge, Skill, or Ability	Moderate Knowledge, Skill, or Ability	Limited Knowledge, Skill, or Ability	No Knowledge, Skill, or Ability
1.	Knowledge of the principals and practices of economics to evaluate the feasibility and economic impact of urban greening and other projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Knowledge of property management to ensure stewardship of company investments and avoid liability claims.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Knowledge of real estate transaction procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Knowledge of specific land acquisition techniques, including: acquisition of land at less-than-fair market value.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Knowledge of structuring of long-term payouts for land using private nonprofit organizations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Knowledge of local, State, Federal, and private funding sources to leverage funding for projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Knowledge of public relations policies and strategies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Knowledge of relationships between local, regional, State, Federal, private agencies, and organizations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Ability to collect and analyze technical data to be used in evaluating proposals, preparing reports, and structuring land acquisitions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Ability to analyze situations and take effective action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Ability to establish cooperative and effective relations with those contacted in the course of work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Ability to develop and review plans and projects to completion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Ability to communicate effectively on a one-to-one basis and in group settings as well for the presentations for the purpose of obtaining information or presenting information that is clear and concise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CONTINUE TO NEXT PAGE**

For items 1 – 22, please rate your Knowledge, Skill, or Ability (KSA) by selecting one choice indicating the box that best describes your level of the KSA for each of the following areas.

**Definition of Levels:**

**Extensive Knowledge, Skill, or Ability:** I have applied this KSA in an actual setting while performing a job.

**Moderate Knowledge, Skill, or Ability:** I have this KSA to perform this task, but may require general supervision.

**Limited Knowledge, Skill, or Ability:** I have education or training relevant to this KSA, but have not applied it to an actual job.

**No Knowledge, Skill, or Ability:** I have no experience, education or training relevant to this KSA.

***NOTE: You may only select one box.***

		KSA Level			
		Extensive Knowledge, Skill, or Ability	Moderate Knowledge, Skill, or Ability	Limited Knowledge, Skill, or Ability	No Knowledge, Skill, or Ability
14.	Ability to write effectively for the preparation of letters, reports, staff recommendations, contracts, and grant agreements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Ability to organize and utilize time management skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Ability to use analytical skills and effective problem-solving techniques in the formulation and development of projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Ability to create solutions to address complex resource issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Ability to effectively present controversial matters to small and large groups for the purpose of providing information or explaining procedures and policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Ability to effectively use various computer software programs such as Word, Excel, PowerPoint, and Outlook.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Ability to supervise, assist, and monitor projects and programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Ability to successfully negotiate with government officials, landowners, and other stakeholders to develop contracts, permits, and other agreements necessary for projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Ability to represent the organization's interests before other governmental entities, elected officials, non-governmental organizations and the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## PREPARATION FOR HIRING INTERVIEW

If you are successful in this examination and called for a hiring interview, you will be asked to supply transcripts of your college course work, proof of degree(s) received and any credential(s) that may be applicable. Additionally, you may be asked to supply supplemental documentation to verify your responses in this examination. It is strongly recommended that you assemble transcripts and licenses in advance to expedite the process.

## RETURN AND MAILING PROCEDURES FOR QUALIFICATIONS ASSESSMENT AND EXAMINATION/EMPLOYMENT APPLICATION STD. 678 (REV. 12/2017)

**Do not attach any additional documents to this Qualifications Assessment** or send any forms/documents in advance as additional documents will not be rated. This Qualifications Assessment will account for 100% of the weight of your examination for this classification. **You may mail or deliver in person the completed Examination/Employment Application STD. 678 and Qualifications Assessment to the following address:**

Department of General Services  
Office of Human Resources  
707 3<sup>rd</sup> Street, 7<sup>th</sup> Floor  
West Sacramento, CA 95605  
Attention: Kathie Raftery

### NOTE:

- Candidates whose Qualifications Assessment is postmarked, personally delivered, or received via interoffice mail after the due date, **02/28/2019** **adequate postage** if submitting via mail.
- **Facsimiles (FAX) or emails (electronic mail) will NOT be accepted under any circumstances.**
- Make and keep a photocopy of the completed Training and Experience Qualifications Assessment for your records.

## AFFIRMATION STATEMENT

### **THIS AFFIRMATION MUST BE COMPLETED**

#### **Government Code Section 18935:**

“The board may refuse to examine or, after examination, may refuse to declare as an eligible or may withhold or withdraw from certification, prior to appointment, anyone who comes under any of the following categories:

j. Has intentionally attempted to practice any deception or fraud in his or her application in his or her examination or in securing his or her eligibility.”

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME (PRINTED): \_\_\_\_\_

**THIS COMPLETES THE QUALIFICATIONS ASSESSMENT**